

2013-14

MUNICIPAL COLLEGE, ROURKELA

The Annual Quality Assurance Report(AQAR) of the IQAC



MUNICIPAL COLLEGE, ROURKELA

DIST-SUNDARGARH, ODISHA, PIN-769012

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2013-14

I. Details of the Institution

1.1 Name of the Institution

MUNICIPAL COLLEGE, ROURKELA

1.2 Address Line 1

UDITNAGAR

Address Line 2

ROURKELA-12

City/Town

ROURKELA

State

ODISHA

Pin Code

769012

Institution e-mail address

municipalcollegerkl@gmail.com

Contact Nos.

0661-2501838

Name of the Head of the Institution:

PRASAD KUMAR PATRA

Tel. No. with STD Code:

0661-2501838

Mobile:

09937369159

Name of the IQAC Co-ordinator:

DEBAPRASAD MOHAPARA

Mobile:

09437684722

IQAC e-mail address:

municipalcollegerkliqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ORCOGN13957

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/51/A & A / 01
Dtd. 31-12-2009

1.5 Website address:

www.municipalcollegerkl.com

Web-link of the AQAR:

<http://www.municipalcollegerkl.com/iqac.html>For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.44	December 31,2009	December 30,2014
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

27.06.2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR , 2012-13: 09.02.2016 (DD/MM/YYYY)
 ii. AQAR, 2011-12 09.02.2016 (DD/MM/YYYY)
 iii. AQAR (DD/MM/YYYY)
 iv. AQAR (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private Affiliated College Yes No Constituent College Yes No Autonomous college of UGC Yes No Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

SAMBALPUR UNIVERSITY
ODISHA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="--"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="--"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="--"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="15"/>		
2.10 No. of IQAC meetings held	03		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="02"/>	Faculty <input type="text" value="03"/>
Non-Teaching Staff	<input type="text" value="02"/>	Alumni <input type="text" value="01"/>	Others <input type="text" value="--"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="--"/>		

2.13 Seminars and Conferences (only quality related):

NIL

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Made necessary arrangements to submit AQAR
- Organised meeting with the faculty members to discuss the strategic plan
- Execution of the Plan
- Sensitizing the students on ecological and environmental issues

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Levelling of college ground • Organisation of National Seminar • Organisation of College Seminar • Construction of a Chemistry Lab 	<ul style="list-style-type: none"> • Levelling work in progress • To be applied to funding agency • Seminars conducted by respective departments • Under progress

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

Governing Body approved the plan of action after a detailed discussion and formal sanction was accorded

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	06	00	01	00
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	06	00	01	00
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	07

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The Board of Studies in and academic council of the University update the syllabi from time to time.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	34	15	--	--

2.2 No. of permanent faculty with Ph.D.

07

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
25	09	14	--	--	--	--	--	39	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	05	03
Presented papers	--	--	--
Resource Persons	--	--	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ICT is introduced by the college in teaching and learning and seminar
- Use of laptop and LCD projector, audio-visuals in the class rooms
- Participation in Refresher courses, Seminars by the faculty members
- Study Tour organised by the Department.
- Remedial classes organised for the academically weaker students
- Seminars, group discussions, project works and field studies for part of the curricular at Honours level
- Use of Power point presentation
- Emphasis on participatory learning method

2.7 Total No. of actual teaching days during this academic year

183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- (i) Evaluation reforms as adopted by the University
- (ii) Periodical assessment at college level and supply of original answer sheets to student

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02

2.10 Average percentage of attendance of students

82.1

2.11 Course/Programme wise distribution of pass percentage : **(Final University Examinations, 2014)**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A.	103	--	--	24.5	75.4	59.2
B. Com.	182	36.4	37.6	37.6	24.7	93.4
B. Sc.	81	14.6	31.7	14.6	53.6	50.6
B.B.A.	19	--	66.7	33.3	--	94.7

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC convenes a meeting of academic council in the beginning of the academic session to improve upon the performance of the students in last University Examinations. The IQAC also provides the strategic plan based on students feedback.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	40	06	--	01
Technical Staff	25	03	--	--

Criterion – III**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC regularly encourage the faculty members to apply for research projects to different funding agency.
- The College Authorities provide necessary infrastructural support for the research work.
- The Honours students of different subjects are encouraged to take project works

3.2 Details regarding major projects : NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="--"/>	CAS	<input type="text" value="--"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="--"/>			DBT Scheme/funds	<input type="text" value="--"/>

3.9 For colleges

Autonomy	<input type="text" value="--"/>	CPE	<input type="text" value="--"/>	DBT Star Scheme	<input type="text" value="--"/>
INSPIRE	<input type="text" value="--"/>	CE	<input type="text" value="--"/>	Any Other (specify)	<input type="text" value="--"/>

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	11
Sponsoring agencies	--	--	--	--	College fund

3.12 No. of faculty served as experts, chairpersons or resource persons 3.13 No. of collaborations International National Any other 3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level p. of

Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Awareness camp for protection of environment
- Tree plantation in neighbourhood areas
- AIDS Day Awareness Rally/ Road safety awareness programmes through holding rallies
- Blood grouping and Blood Donation

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20235 Sq.Mtr.	--	--	20235 Sq. Mtr.
Class rooms	14	--	--	14
Laboratories	09	--	--	09
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	--	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	18.76	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

Steps have been taken to computerize and make fully automated in the areas like :

- Examination Section equipped with computer, printer, photocopier, scanner
- College Library provided with computer and photocopier
- SAMS Lab with internet facility

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14211	--	803	Rs.168630	15014	--
Reference Books	4933	--	415	Rs.139017	5348	--
e-Books	--	--	--	--	--	--
Journals	243	--	16	Rs.8325	259	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	---	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	44	01	03	03	01	03	13	--
Added	--	--	--	--	--	--	--	--
Total	44	01	03	03	01	03	13	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The College has provided ICT tools to the teachers and Honours students to prepare seminar papers. The college has its own website.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.03

ii) Campus Infrastructure and facilities

--

iii) Equipments

0.05

iv) Others

--

Total :

0.08

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC arrange special meeting with the Officers in charge of Grievance Redressal Cell, Remedial Coaching, Career Council Cell, Women Protection Cell against harassment, Library staff, Anti -ragging cell and impress upon them to improve awareness among the students.
- IQAC also put information regarding various support systems on notice board from time to time.
- College Magazine are distributed among the students.
- Students are guided to get information regarding admission, examinations, scholarships, results etc through internet.
- Seminars, GDs, extra mural lectures undertaken for academic monitoring

5.2 Efforts made by the institution for tracking the progression

Tracking of students' progression is done at the department level. All the departments arrange periodical evaluation of the students besides the College Test Examinations before promoting a student for University Examinations. IQAC periodically analyse the academic progress with the concerned departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1276	--	--	--

(b) No. of students outside the state

78

(c) No. of international students

--

Men	No	%	Women	No	%
	511	40.04		765	59.90

Last Year(2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
875	71	338	--	--	1284	857	79	340	--	--	1276

Demand ratio 1:6.8 Dropout % 7.8

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- UGC sponsored coaching classes for entry into services.
- Career Counselling

No. of students beneficiaries

5.5 No. of students qualified in these examinations : Data not available

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Career counselling cell regularly conducts campus recruitment drive and guides the students for various competitive examinations. Also the students are guided to pursue higher studies like post-graduation, Company Secretary, Cost Accountancy, Chartered Accountancy, MBA etc.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	06

5.8 Details of gender sensitization programmes

The College has a grievance redressal cell for women students and employees. The members of the cell regularly arrange awareness programme among women students and employees against any untoward incidents. The college also organise self-defence training for women students.

5.9 Students Activities :

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events :

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	Rs.10,000.00
Financial support from government	332	Data not available as Disbursed directly by the Govt. to the beneficiaries through online.
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives :

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

02

5.13 Major grievances of students (if any) redressed:

Grievance	Action taken
Common Room	Under renovation
Fitness Centre/Gymnasium	Redressed
Indoor Games	Provided
Canteen	Redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision that the college cherishes and holds as sacred is:

- To create and sustain an atmosphere of academic excellence.
- To ensure disciplined and coordinated growth.
- To serve the society as a responsible and conscious social organ.

Mission

The institution is committed to the cause of empowerment of youth through access to higher education, enabling them to develop as intellectually alive, socially responsible citizens ever ready for continuous personal and professional growth and to inculcate in them social, moral and spiritual values.

6.2 Does the Institution has a management Information System

Yes, the College has an effective RTI Cell. The students are informed about the academic, co-curricular, extra-curricular activities through notice board and SMS system

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Board of studies of the University are the statutory bodies responsible for curriculum development. Some teachers are involved in curriculum development of the University as members of Board of Studies

6.3.2 Teaching and Learning

The faculty members are encouraged to use LCD projector and interactive white boards for improvement of teaching and learning process.

6.3.3 Examination and Evaluation

The college follows guidelines issued by the Government of Odisha and Sambalpur University for the improvement of examination and evaluation system.

6.3.4 Research and Development

The faculty members are encouraged by IQAC to apply for different schemes on minor and major research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Departments are provided with LCD projectors.
- Steps are being taken to make the Library fully automated and smart classrooms to be operative.
- New books are purchased for library

6.3.6 Human Resource Management

Faculty members having computer proficiency are assigned with vital academic and administrative responsibilities.

6.3.7 Faculty and Staff recruitment

Guests faculties are engaged by the Management of the college in the departments having inadequate staff

6.3.8 Industry Interaction / Collaboration

The science and commerce students have visited the nearby industries like Rourkela Steel Plant, Vedanta Steel and Power, Jharsuguda, Odisha Cement Limited Raigangpur, Hindalco, Hirakud, IIPM, Kansbahal for study tours.

6.3.9 Admission of Students

Admission into all undergraduate programmes are carried out under e-admission through Students Admission Management System (SAMS) under department of Higher Education, Government of Odisha.
Admission into BBA, a self financing programme is carried out through academic career and personal interview.

6.4 Welfare schemes for

Teaching	Provident Fund/Gratuity/Pension Scheme/Loan Facility
Non-Teaching	Provident Fund/Gratuity/Pension Scheme/Loan Facility/Fee exemption for wards
Students	Group Insurance/Students Aid Fund/Scholarships/Tatkal Medical Help

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE, Odisha	Yes	Principal
Administrative	Yes	DHE, Odisha	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University make necessary amendments in the examination system time to time for reforms.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University encourage the affiliated colleges to apply for autonomy status

6.11 Activities and support from the Alumni Association

Alumni Association of the college meet the Principal of the college and authorities concerned regularly to discuss the developmental issues.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association meeting is convened to apprise them about the progress of their wards

6.13 Development programmes for support staff

The support staffs are encouraged to use the computer and internet available in the college to help and carry out the official work.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- A beautiful garden has been developed in front of the college building.
- Tree plantation has been planned in front of the college in low lying areas
- Awareness about SWACHHA BHARAT ABHIJAN has been imparted on all stake holders

Criterion – VII**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Creation of a functional IQAC for implementation of strategic plans.
- Creation of a functional career counselling cell.
- Self defence training for girls students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan	Action taken
Proposal to develop infrastructure from various sources	<ul style="list-style-type: none"> • Construction work for Chemistry laboratory is under progress. • Water purifier-cum-cooler has been installed • Levelling work of college ground under process.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Quality promotion through NAAC.
2. Self defence training to women students.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Tree plantation
- No to Tobacco

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength	: Well communication and excellent faculty members
Weakness	: Inadequate infrastructure
Opportunity	: Ideal centre for UG students
Threat	: Nearby autonomous colleges

8. Plans of institution for next year

- Implementation of Semester system
- Introduction of CBCS
- Introduction of vocational courses
- To develop Wi-Fi campus
- Construction of an auditorium
- Introduction of Basic Computer Education to all the students
- Organising National Seminar in Social Sciences/Basic Sciences
- Applying for Autonomy Status

Name *DEBAPRASAD MOHAPATRA*

Name *PRASAD KUMAR PATRA*

Deba Prasad Mohapatra

Prasad Kumar Patra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure I

BEST PRACTICE – I

1. **Title of the practice :** Quality promotion through NAAC2. **Objective :**

The objective of practice is to enhance quality of teaching to attract and retain the students to enhance their performance and to meet their expectation in learning.

3. **Context:**

With the changing scenario in which there is a growing tendency of inclination of the stakeholders towards general education, it is a challenge for everyone to provide them with quality education and sustain their interest.

4. **Practice :**

We have adopted some good practices to maintain the above objectives.

- The students as well as the stakeholders are provided equal opportunity to put forth their grievances and suggestions for the welfare of the institution.
- We collect feedback from the students periodically regarding their academic interest, problems and demands for improvements.
- The college has various committees to look into the academic co-curricular and extra curricular activities.
- Some of the senior faculty members are engaged as members of Board of Studies, conducting board of the University and place the demands of the students before the authorities concerned.
- The college organise Seminars, Remedial Classes, Interactive Sessions with the students to update their knowledge.

5. **Evidence of success:**

The success of the best practice is reflected in the results published by the University.

6. **Problems encountered and resources required :**

Adequate infrastructure, hostels for the students, adequate play ground, auditorium, more numbers toilets for boys and girls students. We are applying to different corners for the required funds to meet the above problems.

7. **Notes :**

- Inculcating a value system among students.
- Feedback from all stakeholders
- Updating innovative teaching, learning and evaluation method.
- Promoting the use of ICT

Annexure II

BEST PRACTICE – II

1. **Title of the practice :** Self defence training for women students

2. **Objective :**

The primary objectives of this practice is to bring about a total development of personality and self confidence among girls students and prepare them as better citizens of the society.

3. **Context:**

At present it is observed that the physical education is a neglected area for which the educated youth has truncated growth. Also in order to combat the growing incidents of women harassments, it is felt necessary to introduce the above practice.

4. **Practice :**

We have adopted some good practices to maintain the above objectives.

- Women students were made compulsory to attend the training programme on self defence.
- All the students were sensitized against the legal implications against women harassing.
- The college has cell to deal with the harassment against women students and employees.
- All the students were given Yoga classes for self confidence and personality development.

5. **Evidence of success:**

The success of the best practice is reflected on almost nil report on harassment of women students in side the college campus..

6. **Problems encountered and resources required :**

Insufficient number of master trainers and yoga teachers in the locality. We have appealed to the Government to provide area wise master trainers and yoga teachers for said purposes.

7. **Notes :**

The college motivates the students to have increased involvement and participation in the empowerment of women and all round development of students programmes.

MUNICIPAL COLLEGE, ROURKELA, DIST-SUNDARGARH, ODISHA

ACADEMIC CALENDAR FOR THE SESSION 2013-14

SL NO	EVENTS	DATE
1	REOPENING OF COLLEGE	20.06.2013
2	START OF CLASSES OF +3 II ND YR & III RD YEAR	21.06.2013
3	ADMISSION IN TO +3 I ST YEAR CLASSES	JULY II ND WEEK.
4	START OF +3 I ST YEAR CLASSES	AUGUST 3 RD WEEK
5	ADMISSION FOR HONOURS SUBJECTS	I ST WEEK OF AUGUST
6	SCHEDULE F OF MONTHLY TESTS	
	I ST YEAR(PASS/HONS)	SEPTEMBER III RD WEEK NOVEMBER III RD WEEK JANUARY III RD WEEK FEBRUARY III RD WEEK
	II ND YEAR(PASS/HONS)	JULY III RD WEEK AUGUST III RD WEEK SEPTEMBER III RD WEEK
	III RD YEAR(PASS/HONS)	NOVEMBER III RD WEEK
7	COLLEGE UNION ELECTION	SEPTEMBER 4 TH WEEK
8	TEST EXAMINATION	DECEMBER –II ND WEEK
9	COLLEGE LITERRARY & OTHER COMPETITION	DECEMBER III RD WEEK
13	ANNUAL SEMINAR	JANUARY II ND WEEK
11	UNIVERSITY EXAMINATIONS	
	I ST YEAR	APRIL III RD WEEK
	II ND YEAR	MARCH III RD WEEK
	III RD YEAR	MARCH I ST WEEK
12	DEPARTMENTAL SEMINAR	EVERY SATURDAY
10	COLLEGE FUNCTION	JANUARY 3 RD WEEK

Principal
Municipal College,Rourkela.