



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1.Name of the Institution

MUNICIPAL COLLEGE,ROURKELA

• Name of the Head of the institution MR. PARESH CHANDRA PRADHAN

• Designation PRINCIPAL(I/C)

• Does the institution function from its own campus? Yes

• Phone no./Alternate phone no. 06612501838

• Mobile No: 09937107002

• Registered e-mail municipalcollegerkl@gmail.com

• Alternate e-mail pradhanparesh.1963@gmail.com

• Address AT-UDIT NAGAR ,P.O-UDIT NAGAR,DIST--SUNDARGARH

• City/Town ROURKELA

• State/UT ODISHA

• Pin Code 769012

#### 2.Institutional status

• Type of Institution Co-education

• Location Urban

• Financial Status Grants-in aid

- Name of the Affiliating University **SAMBALPUR UNIVERSITY**
- Name of the IQAC Coordinator **DR.PRAKASH KUMAR KAR**
- Phone No. **06612501838**
- Alternate phone No. **09437341665**
- Mobile **09937107002**
- IQAC e-mail address **municipalcollegerkl@gmail.com**
- Alternate e-mail address **municipalcollege8@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://www.municipalcollegerkl.com/aqar/aqar\\_2019-20\\_6.pdf](https://www.municipalcollegerkl.com/aqar/aqar_2019-20_6.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://www.municipalcollegerkl.com/download\\_files/acd\\_calendar\\_20-21\\_60.pdf](https://www.municipalcollegerkl.com/download_files/acd_calendar_20-21_60.pdf)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.44</b>	<b>2009</b>	<b>31/12/2009</b>	<b>30/12/2014</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.60</b>	<b>2016</b>	<b>02/12/2016</b>	<b>01/12/2021</b>

**6.Date of Establishment of IQAC**

**02/05/2010**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>INSTITUTIONAL DEVELOPMENT FUND</b>	<b>WORLD BANK</b>	<b>HIGHER EDUCATION ,ODISHA</b>	<b>2020-2021</b>	<b>1,20,38000</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**No**

- Upload latest notification of formation of IQAC

**No File Uploaded**

**9.No. of IQAC meetings held during the year**      **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1.Due to outbreak of COVID-19 Pandemic the training to teachers are made for online class through GOOGLE meet/ZOOM app. 2.The teachers are trained to prepare PDF form of Class notes and share among the students during Pandemic. 3. The webinars /Seminars are organized through ONLINE mode between the students and staff. 4.The Sanitization of class rooms and office rooms are made with help of Municipal Corporation ,Rourkela. 5.The celebration of teacher's day in Online mode through Goole.meet was conducted

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. The proposal for ONLINE class	The teachers are trained to use GOOLE meet /ZOOM app during ONLINE classes. It was highly Successful and beneficial all students. ng COVID period.They are trained to prepare PDF of class notes and share with students during ONLINE classes.
2.The teachers are encouraged to conduct Webinars	The department of Botany,Chemistry,Physics are conducted Webinars
3. The Induction programme for First year students	In the beginning of the session induction to new students is organized with COVID-19 Restriction and CBCS pattern was explained to them.
4.The proposal for new class room was given to principal.	The world bank project was accepted and work is on progress.

**13.Whether the AQAR was placed before statutory body?** No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>MUNICIPAL COLLEGE ,ROURKELA</b>
• Name of the Head of the institution	<b>MR. PARESH CHANDRA PRADHAN</b>
• Designation	<b>PRINCIPAL(I/C)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>06612501838</b>
• Mobile No:	<b>09937107002</b>
• Registered e-mail	<b>municipalcollegerkl@gmail.com</b>
• Alternate e-mail	<b>pradhanparesh.1963@gmail.com</b>
• Address	<b>AT-UDIT NAGAR ,P.O-UDIT NAGAR ,DIST--SUNDARGARH</b>
• City/Town	<b>ROURKELA</b>
• State/UT	<b>ODISHA</b>
• Pin Code	<b>769012</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>SAMBALPUR UNIVERSITY</b>
• Name of the IQAC Coordinator	<b>DR.PRAKASH KUMAR KAR</b>
• Phone No.	<b>06612501838</b>

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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.municipalcollegerkl.com/download_files/acd_calendar_20-21_60.pdf">https://www.municipalcollegerkl.com/download_files/acd_calendar_20-21_60.pdf</a>				
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<b>6.Date of Establishment of IQAC</b>			02/05/2010		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			No		
• Upload latest notification of formation of IQAC	No File Uploaded				

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
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4.The proposal for new class room was given to principal.	The world bank project was accepted and work is on progress.
<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
NO	Nil
<b>15.Multidisciplinary / interdisciplinary</b>	
NIL	
<b>16.Academic bank of credits (ABC):</b>	
NIL	



<b>17.Skill development:</b>	
NIL	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
NIL	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
NIL	
<b>20.Distance education/online education:</b>	
NIL	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	276
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	2027
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	344
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	625

Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>42</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		<b>39</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		<b>22</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)		<b>Rs 75,76,708.44</b>
4.3 Total number of computers on campus for academic purposes		<b>42</b>

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Municipal College Rourkela is affiliated to Sambalpur University. The higher Education Department Govt.Of Odisha Notify a Common minimum Standardfor sooth management of accaemic session 2020-2021 .The admission to new students are made Through SAMS. The academic

Council meeting is held in the beginning of the session . The academic Bursar ,all the staff members are directed to attend the meeting which is chaired by Principal . The previous semester results are discussed in the meeting .and resolutions are made for improvement of results. The plan and progress registers are prepared by all teachers for each semester separately. The classes are taken and progress in the class are recorded. The progress register is verified by Head of Departments and submitted to Principal for Counter Signature. After verification the Comments on the progress is made by Principal.The classes are made interactive and question answer are discussed inside class.But after declaration of COVID-19 pandemic the steps are taken to manage the ONLINE classes and PDF are supplied to the Students .The ONLINE examinations are Conducted during the session 2020-2021.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.municipalcollegerkl.com/syllabus.php">https://www.municipalcollegerkl.com/syllabus.php</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Municipal college ,Rourkela is affiliated to Sambalpur University. The semester Examinations are conducted as per the program given by University . The class tests are conducted periodically by different departments at end of every month. The progress of the students are recorded and necessary instructions are given to the students.Due to Outbreak of COVID-19 the academic calendar for Commencement of Physical class room teaching for 2020-2021 was disturbed. The college was closed for the purpose of teaching till 31st August ,2020.But ONLINE classes are started from 13th July 2020. The WhatsApp groups are created for honours students and ONLINE classes are conducted through GOOLE.meet.and ZoomApp . All classes are supervised by Principal.. The PDF of online classes are provided to the students .The internal examinations as well as practicals are conducted in Online Mode . Again the Physical class room teachings for Final year students are conducted by order of Higher Education Department vide Letter NO-73 dated 04/01/2021.The academic Calendar for the session was provided by HE.Department for conduct of Physical classes, Holding of Examinations, and Publication of results with specific datelines. and COVID guidelines.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.municipalcollegerkl.com/download_files/online_classes_during_covid_50.pdf">https://www.municipalcollegerkl.com/download_files/online_classes_during_covid_50.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The Odisha State Higher Education Council has introduced a new syllabus " ETHICS & VALUES" for under graduate students.It is a Part of AECC syllabus Which carries 25 marks and one credit point.This syllabus different topics like 1)Issues relating toWomen,2) Values and Good Citizen,3) Issues of Drug,Tobacco and alcohol addiction,4)Ethical vales for Students life,5) Vunerable sections f societyand understanding their issues,6)Environ mental and Techno Ethics. The study of this syllabus in all semester examinations give the relevant informationto Professional Ethics ,Zender and Human values .There is another part of AECC syllabus

is Environmental studies and disaster management . which gives a complete information on Environmental issues,policies and protections.This syllabus also gives the knowledge on disasters like Earth quake, Tsunami, Cyclone etc about the havoc and precautions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

NIL

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">NIL</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**768**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

266

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution provides remedial and Tutorial classes for advanced and slow learners. The accademic council meeting is held in the beigning of accademic session .The meeting is chaired by Principal,Accademic Bursar and all Heads of Departments to discuss about the examination results.Heads of the departments are advised to take remedial and Tutiorial classes intheir Departments. The revision of syllabus are made as per their requirement of students. The practice tests are conducted in tutorial classes and discussion of results question answers are made . The University questions and their solutins are discussed for the interest of the students.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**



Number of Students	Number of Teachers
2027	23

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

### 1.Experimeal Learning----

The department of Physics ,Chemistry ,Botany and Zoology are equipped with all advanced apparatus for experimental woks.There are sufficient number of apparatus in all laboratories to conduct the experiments as per the CBCS syllabus. Some advanced apparatus are in Physics laboratory,Chemistry laboratory and Botany Laboratory to perform MinortResearch projects.. The students are guided to perform Projects as required for University examination .

### 2.Participative Learning---

The students of Physics ,Chemistry, Botany and zoology make study tours / Field visits to near by industries and research institutions and prepare the papers on their Visit.The department of Commerce makes field visit to different management institues like RIMS,IIPM Kansabahal and participated in the seminars. This gives an exposure tor advance study after completion of Graduation. The carrier councellings are arranged for the students by inviting Reputed institutions frequently .The departmental Seminars are Conducted on different Topics selected from their syllabus and also beyond Syllabus .There is a rigorous discussion among the student and teachers in Seminar Class by which students are benefited a lot.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in

maximum of 200 words

The departments like Physics ,Chemistry ,Botany and ,Zoology are Provided with LCD projectors,and Smart Boards,.They are provided with Computers to prepae the Power points for their study and also Seminar presentations. The teachers use their PenDrivesfor their presentations. Due to outbreak of COVID-19 ,the online classes are taken by all teachers with the use of GOOLE meet and ZOOM App .The PDF of classes taken are shared among the students and Discussions of their difficulties are also made in ONLINE mode. The Physics syllabus Contains Practical papers on C++,C and SCILAB.The practical classes are taken by the use of the Soft ware for solving the problems .The mathematics departments conduct their practicals by use of C++ and MATLAB. Besides there are Computer based practicals in Commerce Which enables the students to learn Computerised Accounting..

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

04

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

23

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has own mechanism for conduct of internal examinations..The university syllabus contains internal examination,practical examination.and theory examination. There are six semester examinations in under Graduate course. The theory examinations are conducted in the college as per the Programme given by University. The question papers are Provided by University for theory examinations.The internal examinations are conducted in the college under the Supervision of examination section .The internal examinations for Arts ,Science,Commerce (non-practical papers) are conducted for 20 marks. But internal examinations of 15 marks are conducted for practical papers. The question papers are prepared by each departments and the examinations of one hour duration are Conductedas per the Programme given by Examination section .The question pattern given by the University is strictly followed .All examinations are conducted under CCTV surveillance.Besides the internal examinations the class test,Monthly test are conducted frequently by each departments and results are discussedwith students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf">https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal examinations are conductedas per the instructions given by the University.The regulations provided by University for Under Graduate Progamme for (B.A /B.COM/B.SC) are strictly followed.A student who fails to appear the Mid -Semester Examination are allowed for one chance to appearthe same examination.They have to apply about the non appearance of internal examination with valid reason to Principal before entry of internal marks in LOKASEBA portal of Sambalpur University .The Principal will take decision and askthe head of departments for conduct internal examination. of those candidates . The students fails appear the internal examinations are given absent during Mark entry. There is no Provision to reappear the internal examination for improvement . THE College authority preseve the Answer Scripts of the Mid Semester examination for Six month from the date of publicatios of results for future reference.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf">https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Awaeness of stdunets on Programme----

1. In the beigning of the session the Students Induction Programme are Conducted by the College .In this Programme a complete description of CBCS syllabus i is made. The honours papers , Generic electives, AECC-1(ENV) .AECC-II, SECC-1 (Communicative English),SECC-II (Quantitative & Logical Thinking ) and other related subjects are explained. The Idea about the credit points, Semister Grade Point,and Cummilative grade points are also explained.

2. The mission and vision of the progammes are explained to the Students of Arts /Science/ Commerce by Subject experts and Hod's of the Concerned Departments.

3. The Course structure of Examinations are given in College Callander for ready reference .The Course structure along with syllabus is given in college Website by which students and teachers can easily use it.

4. The subject experts and speakers are invited to explain the importance of progamme . The Seminars are conducted to aware the students about the Outcomes of Programmes.. The Carrier Councillings are made to explain the importance of their study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.municipalcollegerkl.com/syllabus.php">https://www.municipalcollegerkl.com/syllabus.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

. 1PROGRAMME OUT COMES--- The College conducts several extra curricular activities along with course programme. The College has Outstanding performance in Games and Sports. The has produced national and international players in Hockey. A numberof stuents are playing in University Hockey team. Our students played cricket,Kho-Kho,Kabadi, judo and Footballs in university games and begged medals .Two players like Mr Amit Rihidas and Mr.Nilam Sanjeep Xess have played National and international Hockey .They brought glory to the institution.. Our students are very good in NCC and NSS activities .The NCC wing of college performed several outreach programmes like Aids awareness, Cleanliness of river bank and campus, Environment awareness programme,Cycle rally on drug addiction and Tobacoo addiction programmes .So many of NCC students got jobs in Govt ,and Private sector organizations.The NSS students Organise the Blood donation Camp, Blood groupings among the students .They organise many Cultural programmes Like Rongali,Jhoti, Dance Competitions,etc to expose the inherent quality of students . The students not only excels in above activities but also participated in different Debate Competitions conducted by different Organization ,Colleges ,and University Level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

625

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NIL</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://www.municipalcollegerkl.com/download\\_files/sss\\_20-21\\_57.pdf](https://www.municipalcollegerkl.com/download_files/sss_20-21_57.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<b>No File Uploaded</b>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

**19**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

**NIL**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers



**published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NCC wing of the college conducts many activities to aware the people in locality. The road safety programme is conducted by NCC students with Posters and Banners to aware the people on safety and security .They make cycle rally on environment awareness programme.They have conducted the aids awareness programme to sensitize the people in Locality .The NSS wing of the college performed programmes on Gender issues and inspire the Girl's and Boy's of the college . They celebrates the national Girl-Child day to aware them on the rights of Women in Society,

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

06

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

278

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Municipal college,Rourkela has adequate number munmber class rooms,and other physical facilities for teaching and learning .A new building is meant for Commerce students.Another new academic building is under construction which is likely to be finished during 2023.The college has wash rooms and toilets for boys and Girls.There is provision for pure water by installation of aquaguards in first floor and ground floor Threr is Boy'abd

girlscommon room .The lobaratories are well equipped with Modern apparatus used to conduc experiments included in CBCSSyllabus.Each sScience departments are provided with computers and smart boards .The officeworks are performed with computers and internet facilities..All class rooms connected with CCTV for safety and Security of students .THE power failure is managed by Generator inside Campus.All class rooms are provided with light and fans for comfort of the students. There is a Canteen Which prepares tiffin for students and staff .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate Facilities for Cultural activities .The teachers are assigned with extra curricular activities to organise the different cultural programmes inside and outside the campus. There is no auditorium for the events but a hall is converted to auditorium in which a large number of students can be assembled . The cultural programmes like dance, song,and other activities like Rangoli,Jhoti competitions are conducted for different events.

There is no sports Complex inside the Campus .But students can play there games in the play ground inside college campus. The College has good reputation in Hockey. They Hockey players make their practice in Sports hostel and other play ground outside college Campus.The college organizes different inter Universitygames of sambalpur University .A large number of students played the National and international games in hockey and brought name and fame to institution.Mr. Amit Rohidas, an allumini of College has played Olympic games in Hockey. Similarly Mr.Nilam Sajeep Xess played national and International games in Hockey and brought glory to the institution.

There is a small gymnasium inside college campus ,where students are allowed to make excercise im the morningand evening.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.69

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

#### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The steps are taken to digitalize the Library .The process is under consideration of Development Committee of he College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

#### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.67

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

10

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are two internet connections in the institution . The internet connections are obtained by the BSNL and BHARAT FIBRE . The internet speed is updated time to time as per our requirement. The Wi-Fi connection facility is provided by Bharat fibre .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

### 4.4 - Maintenance of Campus Infrastructure

#### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.50

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has won mechanism for maintaining the all physical facilities like laboratory ,Library, sports, Computer and class rooms. There is development committee consist of senior teachers . In the beginning of session a budget is prepared by Budget Committee ,which is approved by GB and principal of the College. The proposals are given by head of departments to the principal for purchase of new apparatus or any requirement for the laboratory. The matter is placed before the development Committee and Principal for discussion . The proposals passed to purchase committee for verification and to study the financial feasibility . Then the orders are given to different firms for purchase of the items. There is Library committee consisted of senior teachers and Librarian. The book list is asked from different departments as per their requirement .The quotations are asked from market and opened in presence of purchase committee and Library committee. The orders are given to firms after looking into the genuineness with the procedures of OGFR . The maintenances of Computers are made periodically by calling the mechanics from local market as when required. The class rooms are Provided with White board ,Fans, and Lights , The white board Marker pens, ink box, and dusters are given to teachers as per their requirements . The white washing of walls and colouring of doors and windows are made periodically after the approval of Development Committee and Governing Body.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

666

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

04

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**C. 2 of the above**

File Description	Documents
Link to institutional website	<a href="#">NIL</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**45**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**25**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

70

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Students Council /Union formation is withdrawn by Higher education department ,Govt .of Odisha. So there is no election to students council of colleges in Odisha. But every college have their own mechanism to conduct different functions and cultural activities. But during the session 2020-2021 ,the student's council is not formed due COVID-19 Guidelines .Previous years ,there was students council/Union. The members of Union are President, Vice-President, Secretary, Assistant Secretary, Athletic Secretary ,Science Society, Arts Society, Commerce Society and other sister units. They had elected by bonafide students of Arts ,Science and

Commerce stream. The Representative of Students Council Conducts different Competitions, organizes the blood donation camps associated with NSS unit of college, The students council members are advised to maintain discipline in side campus during new admission and they play role to have ragging free Campus. They actively participate in different functions /celebrations organized by the College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a registered Alumni Association in the name of " MO COLLEGE ABHIJAN PARICHALANA SANGATHAN " Come in to existence by vide Higher Education department resolution No.2372 dated 02/11/2019 .The aim of the association to provide their services for betterment of their College. The objective of MO COLLEGE ABHIJAN is to connect the alumni with their alma matter.. Alumni can contribute for betterment of College ecosystem . They can

interact with students/ Faculties /Staff to share their experiences of success stories and inspire them .The MunicipalCollege has the alumni association and they are connected with all the activities of the College. Some times they visit the college and discuss with Principal about different developmental activities of the College .They interact with students and staff members for betterment of College ecosystem. They also actively participate in different Cultural functionsand Blood donation Camps conducted by the College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Municipal college,Rourkela is one of the premier educational institutions ofWestern Orissa,in the tribal dominated district of Sundargarh.It was established in 1978. It was the brain child of the then senior citizens of Steel city Rourkela .to meet the educational needs of the ever escalating graph of students .The mission of the institution to empower the youth through Higher Education and to make them intellectually alive and socially responsible Citizens..Another mission of the institutions to inculcate in them social,moral, and spiritual values.with professional growth.

1.The vision of institution to ensure disciplined and co-ordinated growth of students through teaching and learning.

2.To create and sustain an atmosphere of academic Excellence.

3.To serve the Society as a responsible and conscious Social organ.

4. To improve their economic standard in society through Higher education ,Games and Sports and Other extra curricular activities.

The college has taken several steps to fully fill needs of the mission and vision . The new courses like BBA(self financing), M.Com(self financing) are opened by which students pass out from the institution can be self employed .The priority is given to games and sports ,NCC,NSS by which Students can be disciplined and self employed by playing games like Hockey.

File Description	Documents
Paste link for additional information	<a href="https://www.municipalcollegerkl.com/mission_vision.php">https://www.municipalcollegerkl.com/mission_vision.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has its own mechanism for decentralization of academic and administrative activities of the institution. The principal is the head of all committees and decision making authority ,The administrative activities are discussed with administrative Bursar and other senior members of the college. The academic Bursar is to look after the academic activities and to report the Principal .The financial management is done after discussion with Governing Body of College. All extra curricular activities are managed by the different committees of the College. Some of them are given below.

1. Development Committee.

2. Budget Committee

3. Purchase Committee.

4. Research Committee

5. Library Committee

6. Examination Committee.

7.Anti ragging cell.

8.Ani sexual Harassment cell.

9.Students wefare cmittee.

10.Staff welfare comittee.

11.Parent teacher association etc

All activities are managed by the comittee members and reports are submitted to principal for final decisions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Curriculum Development----Municipal College ,Rourkela is affiliated to Sambalpur University. The College follows the CBCS pattern of syllabus provided by Sambalpur University .There are two semester in each year .The College conducts programmes to explain the CBCS pattern , to newly admitted students during the begining of session.The academic council meetings is called to discuss about choked out plans for thesession.which is headed by Principal and other Head of departments. The plan and progress registers are prepared for a session. The same plan and progress register are placed for counter signature by the Principal. The teacher and stdent centric learning methods are adopted ,The question banks are provided to the students ,.The class tests are taken and mistakes are discussed inside the class.

2. Teaching and Learing -- The teaching and Learning is one of major aspect of academic activity.The college follows the academic callendar provided by Higher Education Department, Govt.of Odisha. Every department has ownacademic callendar to Complete their syllabus. Theachers have prepare their plan and progress registers and submit to Pricipal for Counter signature after signed by HOD of the department.The class tests, monthly tests,and interactive sessions are conducted for doubt clearence of the students.The laboratories are well equipped.and practical classes are done



regularly in presence of class teachers . The internal examinations are conducted in selected Topics as per the guide lines given the regulations of model syllabus..

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Municipal College,rourkela is an aided Educational institution .The principal is the head of institution to look after all activities of the College.The policy decisions are madeby Higher education department and the orders are circulated to the colleges.There is a governing body of the College .The G.B of the college is haspower to manage the institution .The adminstrative set is consisted of Adminstrative Bursar,Account Bursar, Academic Bursar,Examination in charge..and all HOD 's of the departments .The Governing body of the college is the competent authority to appoint managent payment staff for day to day activities. But teaching staffs are appointed by higher Education Department in the created Direct payment posts. The teachersare transferable from one college to another college.The teachers have EL,CL,Medical leave and othr leaves as per Odisha Leave rule. There is EPF,GPF,Gratuity,Group insurance for safety and security of the job. The service records are maintained in HRMS portal developed by Higher Education Department.The SSB Recruited teachers by controlled by Higher Education Order No--39669 dated02/12/2020. This order explain all priciples of recruitment,and transferability rules ,1979.The scale of pay for Lecturer (Rs 44,900--Rs1,42,,000),Lecturer Gr-A(rs 56,1000--177,500) after Completion of 8 years and Reader(statescale) Rs 67700 to Rs 208700 after Completion of 10 years os satisfactory service as Lecturer Gr-A. The staff members are notelligible for LTC.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Municipal college, is non .Govt ,Aided educational institution. The Governing body college is pleased to waive out the development fees of the college for the childrens of class -III and Class -IV employee those are woking in management payment Posts .There is no such provisions for rhe teaching staff of the college.The College provdes financial support in the shape of EPF contribution to management employee as per the Govt .Rule .

The Femaleemployee of non government aided College will avail the Maternity leave of 180 days as Higher Education Order No--6928/HE dated 18/02/2022. They are also elligible for salary payment during leave period.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**NIL**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<b>No File Uploaded</b>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**01**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The annual performane appraisal report is submitted by teaching staff through HRMS portal developed by Higher education Department Govt.of Odisha.They have to fill up all criterion in the HRMS portal and submit to Principal .The Principal, after proper

verification gives the Grade marks on their performance .Then Report is submitted to Regional Director of Education and to Director of HIGHER education for Appraisal . All activities are done through online mode .The Appraisal report of Non Teaching staff is recorded in their service book and submitted to principal for verification.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**EXTERNAL FINANCIAL AUDIT----**Municipal college, Rourkela is fully aided non Govt. College of the state.The financial audit is done every year by local fund audit,a wing fof Finance Department ,Govt of Odisha..They have to check the income and expenditure of the college in the shape of Govt.Grant in the shape of salary of the staff and other financial aids given dy the Govt. they also audit income and expenditures of the college .The auditors verifies the expenditures are made as per the OGFR .

**INTERNAL FINANCIAL AUDIT-----**The internal financial audit is made by Account Bursar ,who ensures the income and ependitures are made as per the Govt.rules. The account Bursar checks the Cash Book,Daily Collection Register,Money receipts and ensures that the amount is exactly reflected in cash Book.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**NIL**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Municipal College is an aided College of the State .The College collects development fees during the admission of the students. some times college receives financial aid from Govt. for renovation and improvement of Laboratory infrastructures. The Salary obtained from Govt is meant for direct payment staff. As per the workload of a department a large number of teaching faculty arerequired .So College has to appoint the contractual teachers whose payment is made from the development fund of the college. There are also a large number of non teaching staff ,whose payments are made from College management Fund. Besides Repairing and renovation work of college Building,Laboratories ,Purchase of apparatus, and chemiicals made from own source. The funds are utilized in Civil Construction works.

The College Provides all physical facilities to Students .The funds Collected from students are utilized in Games and sports, different Cultural activities ,Observation of NCC day, Republic Day,Independance Day,Drama and Seminars organized by the different departments .So there is the optimal Utilization of funds in the College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college plays the active role in the quality enhancement of teaching and learning .They audit the results of each examination after publication ,They make a rigorous discussion with teachers and students for their performance in the examinations..The Collect feedback from the students about their difficulties in teaching and learning .The problems are discussed with the Principal and the steps are taken to solve their Problems.

The IQAC of the College Conducts Seminars and different Competitions like essay ,debate, Song etc to expose the inherent quality of a student.The young teachers are encouraged to join in Refresher course,Orientation Course .They are also advised to participate in national and international Seminars of their interest for quality enhancement in education.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College has own mechanism to review the teaching and learning through IQAC set up . In the beginning of the session a meeting is called by IQAC of the College headed by Principal and HOD's of all departments . The action Plan for the session is chocked out and new Proposals are given by the IQAC of College. After introduction of CBCS syllabus and Change in question pattern the new method of teaching to be adopted . The question pattern is short type as well as long type .So it is advised to prepare the question bank and to be circulated among the students for their reference. The class tests are to be made as per the new Pattern of University questions.It was also decided to review the results in periodic time intervals.The IQAC of the college suggested to adopt the Teacher -Studentcentric learning method by which a goodrelationship can be established between teacher and student. The IQAC of the college organises the essay competition,ebate competitions ,Personality test among the students for exposure of

their inherent quality.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college conducts sensitization programme on gender issues among the girls and boys. The seminars and debate are organised by the college among the students to explain the importance of the programme. There are different cells like anti ragging cell, anti sexual harassment cell, Grievance Redressal cell to solve the gender issue problems. The teachers in charge of cells have initiatives to conduct the seminars on gender issue problems. The boys and girls are participated in different programmes conducted in different departments on this issue. There is NSS unit of college in which 50



number of boys and 50 number of girls . They organise differen NSS activities together. The College has own reputation on NCC activities of College.The NCC wing is consisted of boys andGirls..They participate in Parade made in Republic day and independence day celebrations.The actively participated in programmes conducted by college as well as the Govt. Programmes and NGO's.

File Description	Documents
Annual gender sensitization action plan	<p><u>The gender sensitization Pregame are organized by NCC and NSS unit of the college through rally and posters .They also participate in the programs conducted by Volunteers organizations of the city.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>MUNICIPAL COLLEGE, ROURKELA FACILITIES PROVIDED TO WOMEN</u></p> <p>a) <u>Safety and Security---</u> Municipal college is situated in the prime Location of Rourkela. All types of Communications are easily available to reach the college. The classes are arranged in such a manner that a girl's student can easily reach the College. Inside Campus, the teachers in charge of discipline remain alert during class hour. The class rooms are provided with CCTV camera by which the safety and security is strictly maintained. There is a lady attendant for Girl's Common room to look after the students. b) <u>Counselling----</u> The Counselling to the students are by Lady teachers if they have faced any problems with them. Sometimes the experts coming from different social organizations conduct Programs on gender issues and encourage the students . c) <u>Common Rooms and day care center-----</u>There a large common room for girls students near the staff common room. The common room is attached with a lady attendant who take care of the students. Any difficulties faced by the students are brought to notice of Principal and immediate steps are taken to solve their problems. The arrangements made for the students to transfer them to nearby hospitals if there is major problems.</p>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**D. Any 1 of the above**

### Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management----** The College has own method for solid waste management .In each floor three dust bins are placed in suitable places .The departments are provided with dust bins . The solid wastes are collected from departments and also from office which are put in a big dust bin .The Municipal Corporation vehicles Come to College and Collect the Solid waste for disposal .

**Liquid waste Management---** Generally different types of Chemicals used in Chemistry Laboratory for Practicals. The chemicals are mixed with water and left through a drain which is inside the college campus .

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

**with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities**

**(Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information :**

**Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Municipal College,Rourkela is situated in Tribal dominated District of Sundargah,Odisha. The Rourkela is popularly known as steel city of Odisha. The people of the different parts of Country are working in this City. The students of different religions are admitted in the college.. But a Communal Harmony is maintained inside College and unwanted situations never happened in the institution.The students are coming from different Mother tongue like Odia,Hindi, Bengali,Pujabi ,Telgu,Urdu etc.The medium of teaching is English Odia and Some times Hindi due to demand of students. There is no disparity among the students on socioeconomic issues. The college has a peaceful atmosphere for study .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college Conducts many sensitization Programme for students and employee .Being the Citizen of India every one has pesponsibility to protect their human rights. So the department of Political Science Conducts the seminar on Human rightts in which Teachers and students are participated. The teachers Day is observed in each eaprtments on 5th september to matain the Teacher -Student relationship and to recite qualites of the great Philosoher Dr. Sarvepalli Radhakrishnan. The National Constitution day is celebrated on 26th November to cultivate the importance of Indian Constitution among the students and Teachers .The National Voters day is observed in the College on 25th January to encourage the new votersand Teachers to participate in Electroral Process and to establish a healthydemocracy .The Oath taking among the Teachers and students is made . The Vigillence Awareness programme is conduted to eradicate corruption in Governmernt and Private sector .The oath taking among Teachrsand students is ade to have a Corruption free Nation. The Yubasanskar programme is conducted to aware the studunts on drug and tobacco addiction. The seminars on"Ban of Plastics and Clean environment" is Conducted by Botany deptment to aware the students on havoc of Environment Pollution .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website** B. Any 3 of the above

**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution has own tradition to organize different events of National interest and international interest. The independence day and Republic day are celebrated inside the College Campus with great excitement and jubilation. The NCC students of six units participate in Parade with uniforms which makes function ,a colourful .The different departments organize the teachers day to rember the birth day Dr. sarvepalli Radhakrishnan which is on 5th September .On this day students organize the functions and convey their gratitudes to their teachers. The Gandhi Jayanti is celebrated on 2nd Otober every year. The national constitution day is celebrated on 26th November by inviting the speakers .The national science day is celebtaed on 28th february to remember the discovery of Raman effect.The world Environment day is observed on 5th June 2021 . This year some of functions are conducted in Online mode due to COVID-19 Guidelines.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE-1

1. TITLE OF THE PRACTICE---ENPOWERMENT OF WOMEN THROUGH EDUCATION

.

### .BEST PRACTICE-II

1.TITLE OF THE PRACTICE---INTERACTIVE METHOD OF TEACHING .

.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision and Mission of the institution empower the youth through Higher Education. During the session 2020-2021, the COVID -19 Pandemic was a great thrust towards education. The innovative methods are adopted to teach the students in ONLINE mode. Most of teachers are not aware to take classes in ONLINE mode. The training to staff members are given for use of GOOGLE meet and ZOOM app. The classes are taken in Online mode using groups in Whatsapp and Goole meet. The PDFs are shared to students in online classes..The examinations are conducted in Online Mode. The question banks are



given to the students in their whatsapp. The students attendance was also taken in Online. The students and teachers are encouraged to take the classes as per time table provided to them. Online class is a new experience for all the staff and student during COVID time. The Thrust to teachers and students was the use of SMART phone and Internet facilities. The students in Rural areas faced a lot of difficulties during the COVID period .They have appeared the University Examination by use of smart phone. But in due course of time the Online class is a blessing for all.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Municipal College Rourkela is affiliated to Sambalpur University. The higher Education Department Govt.Of Odisha Notify a Common minimum Standardfor sooth management of accaemic session 2020-2021 .The admission to new students are made Through SAMS. The academic Council meeting is held in the beiging of the session . The academic Bursar ,all the staff members are directed to attend the meeting which is chaired by Principal . The previous semester results are dicussed in the meeting .and resolutions are made for improvement of results. The plan and progress registers are prepared by all teachers for each semester seperately. The classes are taken and progress in the class are recorded. The progress register is verified by Head of Departments and submitted to Principal for Counter Signature. After verification the Coments on the progress is made by Principal.The classes are made interactive and question answer are discued inside class.But after declclear of COVID-19 pandemic the steps are taken to manage the ONLINE classes and PDF are supplied to the Students .The ONLINE examinations are Conducted during the session 2020-2021.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.municipalcollegerkl.com/syllabus.php">https://www.municipalcollegerkl.com/syllabus.php</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Municipal college ,Rourkela is affiliated to Sambalpur University. The semester Examinations are conducted as per the program given by University . The class tests are conducted periodically by diffrent departments at end of every month. The progress of the students are recorded and necessary instructions are given to the students.Due to Outbraek of COVID-19 the accademic calendar for Commencement of Physical

class room teaching for 2020-2021 was disturbed. The college was closed for the purpose of teaching till 31st August ,2020. But ONLINE classes are started from 13th July 2020. The WhatsApp groups are created for honours students and ONLINE classes are conducted through GOOLE.meet. and ZoomApp . All classes are supervised by Principal.. The PDF of online classes are provided to the students .The internal examinations as well as practicals are conducted in Online Mode . Again the Physical class room teachings for Final year students are conducted by order of Higher Education Department vide Letter NO-73 dated 04/01/2021. The academic Calendar for the session was provided by HE. Department for conduct of Physical classes, Holding of Examinations, and Publication of results with specific datelines. and COVID guidelines.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.municipalcollegerkl.com/download_files/online_classes_during_covid_50.pdf">https://www.municipalcollegerkl.com/download_files/online_classes_during_covid_50.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Odisha State Higher Education Council has introduced a new syllabus " ETHICS & VALUES" for under graduate students. It is a part of AECC syllabus which carries 25 marks and one credit point. This syllabus covers different topics like 1) Issues relating to Women, 2) Values and Good Citizen, 3) Issues of Drug, Tobacco and alcohol addiction, 4) Ethical values for Students life, 5) Vulnerable sections of society and understanding their issues, 6) Environmental and Techno Ethics. The study of this syllabus in all semester examinations gives the relevant information to Professional Ethics, Gender and Human values. There is another part of AECC syllabus is Environmental studies and disaster management. which gives a complete information on Environmental issues, policies and protections. This syllabus also gives the knowledge on disasters like Earth quake, Tsunami, Cyclone etc about the havoc and precautions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

**NIL**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">NIL</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

768

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

266

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution provides remedial and Tutorial classes for advanced and slow learners. The accademic council meeting is held in the beigning of accademic session .The meeting is chaired by Principal,Accademic Bursar and all Heads of Departments to discuss about the examination results.Heads of the departments are advised to take remedial and Tutiorial classes intheir Departments. The revision of syllabus are made as per their requirement of students. The practice tests are conducted in tutorial classes and discussion of results question answers are made . The University questions and their solutins are discussed for the interest of the students.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	<b>No File Uploaded</b>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
<b>2027</b>	<b>23</b>

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

### 1.Experimeal Learning----

The department of Physics ,Chemistry ,Botany and Zoology are



equipped with all advanced apparatus for experimental works. There are sufficient number of apparatus in all laboratories to conduct the experiments as per the CBCS syllabus. Some advanced apparatus are in Physics laboratory, Chemistry laboratory and Botany Laboratory to perform Minor Research projects.. The students are guided to perform Projects as required for University examination .

## 2.Participative Learning---

The students of Physics ,Chemistry, Botany and zoology make study tours / Field visits to near by industries and research institutions and prepare the papers on their Visit.The department of Commerce makes field visit to different management institutes like RIMS,IIPM Kansabahal and participated in the seminars. This gives an exposure to advance study after completion of Graduation. The career counselling are arranged for the students by inviting Reputed institutions frequently .The departmental Seminars are Conducted on different Topics selected from their syllabus and also beyond Syllabus .There is a rigorous discussion among the student and teachers in Seminar Class by which students are benefited a lot.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The departments like Physics ,Chemistry ,Botany and ,Zoology are Provided with LCD projectors, and Smart Boards,.They are provided with Computers to prepare the Power points for their study and also Seminar presentations. The teachers use their PenDrives for their presentations. Due to outbreak of COVID-19 ,the online classes are taken by all teachers with the use of GOOLE meet and ZOOM App .The PDF of classes taken are shared among the students and Discussions of their difficulties are also made in ONLINE mode. The Physics syllabus Contains Practical papers on C++,C and SCILAB.The practical classes are taken by the use of the Soft ware for solving the problems .The mathematics departments conduct their practicals by use of C++ and MATLAB. Besides there are Computer based practicals in

### Commerce Which enables the students to learn Computerised Accounting..

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

04

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

23

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has own mechanism for conduct of internal examinations..The university syllabus contains internal examination,practical examination.and theory examination. There are six semester examinations in under Graduate course. The theory examinations are conducted in the college as per the Programme given by University. The question papers are Provided by University for theory examinations.The internal examinations are conducted in the college under the Supervision of examination section .The internal examinations for Arts ,Science,Commerce (non-practical papers) are conducted for 20 marks. But internal examinations of 15 marks are conducted for practical papers. The question papers are prepared by each departments and the examinations of one hour duration are

Conducted as per the Programme given by Examination section .The question pattern given by the University is strictly followed .All examinations are conducted under CCTV surveillance.Besides the internal examinations the class test,Monthly test are conducted frequently by each departments and results are discussed with students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf">https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The internal examinations are conducted as per the instructions given by the University.The regulations provided by University for Under Graduate Programme for (B.A /B.COM/B.SC) are strictly followed.A student who fails to appear the Mid -Semester Examination are allowed for one chance to appear the same examination.They have to apply about the non appearance of internal examination with valid reason to Principal before entry of internal marks in LOKASEBA portal of Sambalpur University .The Principal will take decision and ask the head of departments for conduct internal examination. of those candidates . The students fails appear the internal examinations are given absent during Mark entry. There is no Provision to reappear the internal examination for improvement . THE College authority preserve the Answer Scripts of the Mid Semester examination for Six month from the date of publication of results for future reference.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf">https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Awaeness of stdunets on Programme----

1. In the beginning of the session the Students Induction Programme are Conducted by the College .In this Programme a complete description of CBCS syllabus is made. The honours papers , Generic electives, AECC-1(ENV) .AECC-II, SECC-1 (Communicative English),SECC-II (Quantitative & Logical Thinking ) and other related subjects are explained. The Idea about the credit points, Semester Grade Point,and Cumulative grade points are also explained.

2. The mission and vision of the programmes are explained to the Students of Arts /Science/ Commerce by Subject experts and Hod's of the Concerned Departments.

3. The Course structure of Examinations are given in College Callander for ready reference .The Course structure along with syllabus is given in college Website by which students and teachers can easily use it.

4. The subject experts and speakers are invited to explain the importance of programme . The Seminars are conducted to aware the students about the Outcomes of Programmes.. The Carrier Councellings are made to explain the importance of their study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.municipalcollegerkl.com/syllabus.php">https://www.municipalcollegerkl.com/syllabus.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

. 1PROGRAMME OUT COMES--- The College conducts several extra curricular activities along with course programme. The College has Outstanding performance in Games and Sports. The has produced national and international players in Hockey. A numberof stuents are playing in University Hockey team. Our students played cricket,Kho-Kho,Kabadi, judo and Footballs in university games and begged medals .Two players like Mr Amit Rihidas and Mr.Nilam Sanjeep Xess have played National and

international Hockey .They brought glory to the institution.. Our students are very good in NCC and NSS activities .The NCC wing of college performed several outreach programmes like Aids awareness, Cleanliness of river bank and campus, Environment awareness programme,Cycle rally on drug addiction and Tobacco addiction programmes .So many of NCC students got jobs in Govt ,and Private sector organizations.The NSS students Organise the Blood donation Camp, Blood groupings among the students .They organise many Cultural programmes Like Rongali,Jhoti, Dance Competitions,etc to expose the inherent quality of students . The students not only excels in above activities but also participated in different Debate Competitions conducted by different Organization ,Colleges ,and University Level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

625

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NIL</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.municipalcollegerkl.com/download\\_files/sss\\_20-21\\_57.pdf](https://www.municipalcollegerkl.com/download_files/sss_20-21_57.pdf)

RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
NIL	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
NIL	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	

19

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year



The NCC wing of the college conducts many activities to aware the people in locality. The road safety programme is conducted by NCC students with Posters and Banners to aware the people on Safety and security .They make cycle rally on environment awareness programme.They have conducted the aids awareness programme to sensitize the people in Locality .The NSS wing of the college performed programmes on Gender issues and inspire the Girl's and Boy's of the college . They celebrates the national Girl-Child day to aware them on the rights of Women in Society,

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

06

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

278

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Municipal college, Rourkela has adequate number of classrooms and other physical facilities for teaching and learning. A new building is meant for Commerce students. Another new academic building is under construction which is likely to be finished during 2023. The college has wash rooms and toilets for boys and girls. There is provision for pure water by installation of aquaguards in first floor and ground floor. There is a boy's and girls' common room. The laboratories are well equipped with modern apparatus used to conduct experiments included in CBCS syllabus. Each science department is provided with computers and smart boards. The office works are performed with computers and internet facilities. All classrooms are connected with CCTV for safety and security of students. The power failure is managed by generator inside campus. All classrooms are provided with light and fans for comfort of the students. There is a canteen which prepares tiffin for students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate Facilities for Cultural activities .The teachers are assigned with extra curricular activities to organise the different cultural programmes inside and outside the campus. There is no auditorium for the events but a hall is converted to auditorium in which a large number of students can be assembled . The cultural programmes like dance, song,and other activities like Rangoli,Jhoti competitions are conducted for different events.

There is no sports Complex inside the Campus .But students can play there games in the play ground inside college campus. The College has good reputation in Hockey. They Hockey players make their practice in Sports hostel and other play ground outside college Campus.The college organizes different inter Universitygames of sambalpur University .A large number of students played the National and international games in hockey and brought name and fame to institution.Mr. Amit Rohidas, an allumini of College has played Olympic games in Hockey. Similarly Mr.Nilam Sajeep Xess played national and International games in Hockey and brought glory to the institution.

There is a small gymnasium inside college campus ,where students are allowed to make excercise im the morningand evening.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

5

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.69

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The steps are taken to digitalize the Library .The process is under cosideration of Development Committee of he College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

E. None of the above

<b>books Databases Remote access toe-resources</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
0.67	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
10	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
There are two internet connections in the institution . The internet connections areobtained by the BSNL andBHARAT FIBRE .	

The internet speed is updated time to time as per our requirement. The Wi-Fi connection facility is provided by Bharat fibre .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.50

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has won mechanism for maintaining the all physical facilities like laboratory ,Library, sports, Computer and class rooms. There is development committee consist of senior teachers . In the beigning of session a budget is prepared by Budget Committee ,which is approved by GB and principal of the College. The proposals are given by head of departments to the principal for purchase of new apparatus or any requirement for the laboratory. The matter is placed before the development Committee and Principal for discussion . The proposals passed to purchase committee for verification and to study the financial feasibility . Then the orders are given to different firms for purchase of the items. There is Library comittee consisted of senior teachers and Librarian. The book list is asked from different departments as per their requirement .The quotations are asked from market and opened in presence of purchase committee and Library committee. The orders are given to firms after looking into the genuineness with the procedures of OGFR . The maintainces of Computers are made periodically by calling the mechanics from local market as when required. The class rooms are Provided with White board ,Fans, and Lights , The white board Marker pens, ink box,and dusters are given to teachers as per their requirements . The white washing of walls and colouring of doors and windows are made periodically after the approval of Development Committee and Governing Body.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>



STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
666	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
04	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and</b>	<b>C. 2 of the above</b>

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
45	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
25	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

70

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

<b>government examinations) during the year</b>	
00	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	
00	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )	
<p>The Students Council /Union formation is withdrawn by Higher education department ,Govt .of Odisha. So there is no election to students council of colleges in Odisha. But every college have their own mechanism to conduct different functions and cultural activities. But during the session 2020-2021 ,the student's council is not formed due COVID-19 Guidelines .Previous years ,there was students council/Union. The members of Union are President, Vice-President, Secretary, Assistant Secretary, Athletic Secretary ,Science Society, Arts Society, Commerce Society and other sister units. They had</p>	

elected by bonafide students of Arts ,Science and Commerce stream.The Representative of Students Council Conducts different Competitions,organizes the blood donation camps associated with NSS unit of college, The students council members are advised to maintain decipline in side campus durind new admission and they play role to have ragging free Campus.They actively paricipate in different functions /celebrations organized by the College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a registered Alumni Association in the name of " MO COLLEGE ABHIJAN PARICHALANA SANGATHAN " Come in to existanceby vide Higher Education department resolution No.2372 dated 02/11/2019 .The aim of the association to provide their services for betterment of their College. The objective of MO COLLEGe ABHIJAN is to connect the alumni with their alma

matter.. Alumni can Cotribute for betterment of COLlege ecosystem . They can interact with students/ Faculties /Staff to share their exprinces of sucess stories and inspire them .The MunicipalCollege has the alumni association and they are connected with all the activities of the College. Some times they visit the college and discuss with Principal about different developmental activities of the College .They interact with students and staff members for for betterment of College echosystem. They also actively participate in different Cultural functionsand Blood donation Camps conducted by the College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Municipal college,Rourkela is one of the premier educational institutions ofWestern Orissa,in the tribal dominated dstrict of Sundargarh.It was established in 1978. It was the brain child of the then senior citizens of Steel city Rourkela .to meet the educational needs of the ever escalating graph of students .The mission of the institution to empower the youth through Higher Education and to make them intellectually alive and socially responsibile Citizens..Another mission of the institutions to inculcate in them social,moral, and spiritual values.with professional growth.

1.The vision of institution to ensure disciplined and co-ordidated growth of students through teaching and learning.

2.To create and sustain an atmosphere of academic Excellence.

3.To serve the Society as a responsible and conscious Social organ.

4. To improve their economic standard in society through Higher education ,Games and Sports and Other extra curricular activities.

The college has taken several steps to full fill needs of the mission and vision . The new courses like BBA(self financing), M.Com(self financing) are opened by which students pass out from the institution can be self employed .The priority is given to games and sports ,NCC,NSS by which Students can be disciplined and self employed by playing games like Hockey.

File Description	Documents
Paste link for additional information	<a href="https://www.municipalcollegerkl.com/mission_vision.php">https://www.municipalcollegerkl.com/mission_vision.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has own mechanism for decentralization of academic and administrative activities of the institution.The principal is the head of all committees and decision making authority ,The administrative activities are discussed with administrative Bursar and other senior members of the college. The academic Bursar is to look after the academic activities and to report the Principal .The financial management is done after discussion with Governing Body of College. All extra curricular activities are managed by the different committees of the College. some of them are given below.

1.Development Committee.

2.Budget Committee

3.Purchase Committee.

4.Research committee

5. Library committee

6. Examination Committee.

7. Anti ragging cell.

8. Anti sexual Harassment cell.

9. Students welfare committee.

10. Staff welfare committee.

11. Parent teacher association etc

All activities are managed by the committee members and reports are submitted to principal for final decisions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Curriculum Development----Municipal College ,Rourkela is affiliated to Sambalpur University. The College follows the CBCS pattern of syllabus provided by Sambalpur University .There are two semester in each year .The College conducts programmes to explain the CBCS pattern , to newly admitted students during the beginning of session.The academic council meetings is called to discuss about choked out plans for the session.which is headed by Principal and other Head of departments. The plan and progress registers are prepared for a session. The same plan and progress register are placed for counter signature by the Principal. The teacher and student centric learning methods are adopted ,The question banks are provided to the students ,.The class tests are taken and mistakes are discussed inside the class.

2. Teaching and Learning -- The teaching and Learning is one of major aspect of academic activity.The college follows the academic calendar provided by Higher Education Department, Govt. of Odisha. Every department has own academic



callendar to Complete their syllabus. Theachers have prepare their plan and progress registers and submit to Pricipal for Counter signature after signed by HOD of the department.The class tests, monthly tests,and interactive sessions are conducted for doubt clearence of the students.The laboratories are well equipped.and practical classes are done regularly in presence of class teachers . The internal examinations are conducted in selected Topics as per the guide lines given the regulations of model syllabus..

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Municipal College,rourkela is an aided Educational institution .The principal is the head of institution to look after all activities of the College.The policy decisions are madeby Higher education department and the orders are circulated to the colleges.There is a governing body of the College .The G.B of the college is haspower to manage the institution .The adminstrative set is consisted of Adminstrative Bursar,Account Bursar, Acdemic Bursar,Examination in charge..and all HOD 's of the departments .The Governing body of the college is the competent authority to appoint managent payment staff for day to day activities. But teaching staffs are appointed by higher Education Department in the created Direct payment posts. The teachersare transferable from one college to another college.The teachers have EL,CL,Medical leave and othr leaves as per Odisha Leave rule. There is EPF,GPF,Gratuity,Group insurance for safety and security of the job. The service records are maintained in HRMS portal developed by Higher Education Department.The SSB Recruited teachers by controlled by Higher Education Order No--39669 dated02/12/2020. This order explain all priciples of recruitment,and transferability rules ,1979.The scale of pay for Lecturer (Rs 44,900--Rs1,42,,000),Lecturer Gr-A(rs 56,1000--177,500) after

Completion of 8 years and Reader(statescale) Rs 67700 to Rs 208700 after Completion of 10 years os satisfactory service as Lecturer Gr-A. The staff members are notelligible for LTC.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Municipal college, is non .Govt ,Aided educational institution. The Governing body college is pleased to waive out the development fees of the college for the childrens of class -III and CClass -IV employee those are woking in management payment Posts .There is no such provisions for rhe teaching staff of the college.The College provdes financial support in the shape of EPF contribution to management employee as per the Govt .Rule .

The Femaleemployee of non government aided College will avail the Maternity leave of 180 days as Higher Education Order No--6928/HE dated 18/02/2022. They are also elligible for

salary payment during leave period.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**NIL**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<b>No File Uploaded</b>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**01**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The annual performane appraisal report is submitted by teaching staff through HRMS portal developed by Higher education Department Govt.of Odisha.They have to fill up all criterion in

the HRMS portal and submit to Principal .The Principal, after proper verification gives the Grade marks on their performance .Then Report is submitted to Regional Director of Education and to Director of HIGher education for Appraisal . All activities are done through online mode .The Appraisal report of Non Teaching staff is recorded in their service book and submitted to principal for verification.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**EXTERNAL FINANCIAL AUDIT----**Municipal college, Rourkela is fully aided non Govt. College of the state.The financial audit is done every year by local fund audit,a wing fof Finance Department ,Govt of Odisha..They have to check the income and expenditure of the college in the shape of Govt.Grant in the shape of salary of the staff and other financial aids given dy the Govt. they also audit income and expenditures of the college .The auditors verifies the expenditures are made as per the OGFR .

**INTERNAL FINANCIAL AUDIT-----**The internal financial audit is made by Account Bursar ,who ensures the income and ependitures are made as per the Govt.rules. The account Bursar checks the Cash Book,Daily Collection Register,Money receipts and ensures that the amount is exactly reflected in cash Book.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

Municipal College is an aided College of the State .The College collects development fees during the admission of the students. some times college receives financial aid from Govt. for renovation and improvement of Laboratory infrastructures. The Salary obtained from Govt is meant for direct payment staff. As per the workload of a department a large number of teaching faculty arerequired .So College has to appoint the contractual teachers whose payment is made from the development fund of the college. There are also a large number of non teaching staff ,whose payments are made from College management Fund. Besides Repairing and renovation work of college Building,Laboratories ,Purchase of apparatus, and chemiicals made from own source. The funds are utilized in Civil Construction works.

The College Provides all physical facilities to Students .The funds Collected from students are utilized in Games and sports, different Cultural activities ,Observation of NCC day, Republic Day,Independance Day,Drama and Seminars organized by the different departments .So there is the optimal Utilization of funds in the College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college plays the active role in the quality enhancement of teaching and learning .They audit the results of each examination after publication ,They make a rigorous discussion with teachers and students for their performance in the examinations..The Collect feedback from the students about thei difficulties in teaching and learning .The problems are discussed with the Principal and the steps are taken to solve their Problems.

The IQAC of the College Conducts Seminars and different Competitions like essay ,debate, Song etc to expose the inherent quality of a student.The young teachers are encouraged to join in Refresher course,Orientation Course .They are also advisedto participare in national and international Seminars of their interest for quality enhancement in education.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College has own mechanism to reveiw the taching and learning through IQAC set up . In the begining of the session a meeting is called by IQAC of the College headed by Principal and HOD's of all departments . The action Plan for the session is choked out and new Proposals are given by the IQAC of College. After introduction of CBCS syllabus and Change in question pattern the new method of teaching to be adopted . The question pattern is short type as well as long type .So it is advised to prepare the question bank and to be circulated among the students for their reference. The class tests are to be made as per the new Pattern of University questions.It was also decided to reveiw the results in periodic tme intervals.The IQAC of the college suggested to adopt the Teacher -Studentcentric learning method by which a goodrelationship can be established between teacher and student. The IQAC of the

college organises the essay competition,ebate competitions ,Personality test among the students for exposure of their inherent quality.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college conducts sensitization programme on gender issues among the girls and boys.The seminars and debate are organised by the college among the students to explain the importance of the programme.There are different cells like antiragging cell,anti sexual harassment cell,Geivance Redressal cell to



solve the gender issue problems. The teachers in charge of cells have initiatives to conduct the seminars on gender issue problems. The boys and girls are participated in different programmes conducted in different departments on this issue. There is NSS unit of college in which 50 number of boys and 50 number of girls . They organise different NSS activities together. The College has own reputation on NCC activities of College. The NCC wing is consisted of boys and girls.. They participate in Parade made in Republic day and independence day celebrations. They actively participated in programmes conducted by college as well as the Govt. Programmes and NGO's.

File Description	Documents
Annual gender sensitization action plan	<p><u>The gender sensitization Pregame are organized by NCC and NSS unit of the college through rally and posters .They also participate in the programs conducted by Volunteers organizations of the city.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>MUNICIPAL COLLEGE, ROURKELA FACILITIES PROVIDED TO WOMEN a) Safety and Security--- Municipal college is situated in the prime Location of Rourkela. All types of Communications are easily available to reach the college. The classes are arranged in such a manner that a girl's student can easily reach the College. Inside Campus, the teachers in charge of discipline remain alert during class hour. The class rooms are provided with CCTV camera by which the safety and security is strictly maintained. There is a lady attendant for Girl's Common room to look after the students. b) Counselling---- The Counselling to the students are by Lady teachers if they have faced any problems with them. Sometimes the experts coming from different social organizations conduct Programs on gender issues and encourage the students . c) Common Rooms and day care center-----There a large common room for girls students near the staff common room. The common room is attached with a lady attendant who take care of the students. Any difficulties faced by the students are brought to notice of Principal and immediate steps are taken to solve their problems. The arrangements made for the students to transfer them to nearby hospitals if there is major problems.</u></p>
<b>7.1.2 - The Institution has facilities for</b>	<b>D. Any 1 of the above</b>

**alternate sources of energy and energy conservation measures** Solar energy **Biogas plant Wheeling to the Grid** **Sensor-based energy conservation** **Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management----** The Colege has own mehod for solid waste management .In each floor three dust bins are placed in suitable places .T he departments are provided with dust bins . The solid wastes are collected from depatmrnts and also from office which are put in a big dust bin .The Municipal Corporation vehicles Come to College and Collect the Solid waste for disposal .

**Liquid waste Mngement---** Generally different types of Chemicls used in Chemistry Laboratory for Practicals. The chemicals are mixed with water and left through a drain which is inside the college campus .

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the**

C. Any 2 of the above

<b>campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>C. Any 2 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Municipal College,Rourkela is situated in Tribal dominated District of Sundargah,Odisha. The Rourkela is popularly known as steel city of Odisha. The people of the different parts of Country are working in this City. The students of different

religions are admitted in the college.. But a Communal Harmony is maintained inside College and unwanted situations never happened in the institution.The students are coming from different Mother tongue like Odia,Hindi, Bengali,Pujabi ,Telgu,Urdu etc.The medium of teaching is English Odia and Some times Hindi due to demand of students. There is no disparity among the students on socioeconomic issues. The college has a peaceful atmosphere for study .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college Conducts many sensitization Programme for students and employee .Being the Citizen of India every one has responsibility to protect their human rights. So the department of Political Science Conducts the seminar on Human rights in which Teachers and students are participated. The teachers Day is observed in each eaprtments on 5th september to matain the Teacher -Student relationship and to recite qualites of the great Philosoher Dr. Sarvepalli Radhakrishnan. The National Constitution day is celebrated on 26th November to cultivate the importance of Indian Constitution among the students and Teachers .The National Voters day is observed in the College on 25th January to encourage the new votersand Teachers to participate in Electroral Process and to establish a healthydemocracy .The Oath taking among the Teachers and students is made . The Vigillence Awareness programme is conduted to eradicate corruption in Governmernt and Private sector .The oath taking among Teachrsand students is ade to have a Corruption free Nation. The Yubasanskar programme is conducted to aware the studunts on drug and tobacco addiction. The seminars on"Ban of Plastics and Clean environment" is Conducted by Botany deprtment to aware the students on havoc of Environment Pollution .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution has own tradition to organize different events of National interest and international interest. The independence day and Republic day are celebrated inside the College Campus with great excitement and jubilation. The NCC students of six units participate in Parade with uniforms which makes function ,a colourful .The different departments organize the teachers day to rember the birth day Dr. sarvepalli Radhakrishnan which is on 5th September .On this day students organize the functions and convey their gratitudes to their

teachers. The Gandhi Jayanti is celebrated on 2nd October every year. The national constitution day is celebrated on 26th November by inviting the speakers .The national science day is celebrated on 28th February to remember the discovery of Raman effect.The world Environment day is observed on 5th June 2021 . This year some of functions are conducted in Online mode due to COVID-19 Guidelines.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE-1

1. TITLE OF THE PRACTICE---EMPOWERMENT OF WOMEN THROUGH EDUCATION .

### .BEST PRACTICE-II

1.TITLE OF THE PRACTICE---INTERACTIVE METHOD OF TEACHING .

.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision and Mission of the institution empower the youth



through Higher Education During the session 2020-2021 ,the COVID -19 Pandemic was a great thrust towards education .The inovative methods are adopted to teach the students in ONLINE mode. Most of teachers are not aware to take classes in ONLINE mode.The training to staff members are given for use of GOOGLE meet and ZOOM app.The classes are taken in Online mode using groups in Whatsapp and Goole meet.The PDFs are shared to students in online classes..The examinations are conducted in Online Mode. The question banks are given to the students in their whatsapp. The students attendance was also taken in Online. The students and teachers are encouraged to take the classes as per time table provided to them.Soonline class is a new exprience for all the staff and student during COVID time. The Thrust to teachers and students was the use of SMART phone and Internet facilities.The students in Rural areas faced a lof difficulties during the COVID period .They have appear the University Examination by use of smart phone.But in due course of time the Online class is a blessing for all.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The college has following future plan of actions for the next year.

- 1.It is proposed to Complete the boundary wall of College campus for safety and security of college Property.
- 2.The steps to be taken to Complete the newly constructed academic building .
- 3.The fresh proposals to be given to Govt. for opening of new Honours subject Education and Sociology.
- 4..The Steps to be taken to Complete SC/ST Girl's Hostel inside Campus.
- 5.The college is running in old academic building which needs Renovation .So prosals to be given to PWD for renovation work.
- 6.The Steps to be taken to Open Honours in Computer Science as

a new Computer laboratory will be constructed in new building.

7.The play ground behind the main building to be filled up and surface to be made smooth .

8. The college library to be automated and old books to be weeded .

9.The demands to be placed before Higher education for filling up of vaccant posts.

10.After completion of boundary wall ,some plantation are to be made to keep the environment clean.