



YEARLY STATUS REPORT - 2021-2022

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

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

06612501838

- Mobile No:

9937107002

- Registered e-mail

municipalcollegerkl@gmail.com

- Alternate e-mail

pradhanparesh.1963@gmail.com

- Address

AT/PO-UDIT NGAR ,ROURKELA,DIST-SUNDARGARH

- City/Town

ROURKELA

- State/UT

ODISHA

- Pin Code

769012

2.Institutional status

- Affiliated / Constitution Colleges

AFFILIATED

- Type of Institution

Co-education

- Location

Urban

- Financial Status **Grants-in aid**
- Name of the Affiliating University **SAMBALPUR UNIVERSITY ,JYOTI-VHAR ,BURLA**
- Name of the IQAC Coordinator **DR. PRAKASH KUMAR KAR**
- Phone No. **06612501838**
- Alternate phone No. **06612501838**
- Mobile **9437341665**
- 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://municipalcollegerkl.com>

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/ac_2021-22_69.pdf

5.Accreditation Details

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

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
IDP	WORLD BANK	Higher Education Department Odisha	2020-21	12038000.00

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

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **03**

- 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. Focused to maximise attendance of Student in post COVID situation
2. Priority given to Hygiene and sanitation.
3. Online counselling sessions for parents and online remedial classes for students.
4. Organising departmental seminars.

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
Sanitation & Hygiene	Sanitation and hygiene of the college is ensured timely basis i.e. day to day and weekly basis by a committee constituted for the purpose
Sport and co-curricular activities	The college always prompts sport and co-curricular activities and students have become successful in different sports and curricular activities conducted at college level and university level, state level and national level
Online remedial classes	Online extra classes are provided to the students to make them capable to understand the subject properly along with regular Offline in campus classes.
seminar among the honours students	Teachers have taken steps to motivate the students on seminars and number of students have taken interest to participate in seminars.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Staff Council, Municipal College Rourkela	29/07/2021

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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[View File](#)

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Name	Date of meeting(s)
Staff Council, Municipal College Rourkela	29/07/2021
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	02/03/2023

15.Multidisciplinary / interdisciplinary

Municipal College, Rourkela is Affiliated to Sambalpur University. The Higher Education Department Govt. of Odisha has notified to implement the Multidisciplinary/ interdisciplinary courses by the CBCS system . The college has 13 different disciplines such as 7 Arts, 1 commerce and 5 Science subjects.. According to the Model Syllabus (CBCS) the students of one subject (Core) has taken the 2 multidisciplinary subject as General Elective (GE-1) and General Elective (GE-2). The interdisciplinary courses are run by the mode of GE-1/GE-2 as per the guideline. For example the Commerce students are taken Indian Economy as GE-1.

16.Academic bank of credits (ABC):

Municipal college ,Rourkela is a Govt aided educational institution affiliated to Sambalpur University, Odisha.. The Final examinations are conducted by Sambalpur University. After publication of results ,the original certificates along with migration certificates are issued to College.The college enters the names of passed out students in a register and issued to the students after publication of Notice in College Notice Board . The steps are taken by University to create the ABC portal for online Registration of Students .

17.Skill development:

The Odisha State Higher Education Council has introduced a new syllabus " Communicative Skill" and "Quantitative and Logical Thinking" for the under graduate students. It is a part of SECC-1 and 2 Syllabus which carries 100 marks. This syllabus different topic related with the skill development in English Language and reasoning/numerical/logical skill. The Teacher of English and Math Department are assigned to teach the students of all streams.These Skill courses are introduced by Orissa state higher education council to increase the ability of students ,by which they can appear the job oriented examinations .

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Higher Education Department, Government of Odisha notified to introduce the AECC course MIL in Odia or Hindi or English . The students are free to choose any language as MIL subjects. By the instruction of the Higher Education the teachers teach the students in Indian language(Odia/English). The Students are instructed to write their semester exam in English or Odia. All

the teachers are instructed to deliver their teaching to the +3 students in Hindi/Odia/English as per the students requirement.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The students of Municipal College Rourkela are explained by the Subject experts and Hods about the vision and mission of Arts, Commerce and Science. The course structure, examination pattern are given in the websites by which students and teachers can easily use it. The subject exports and speakers are invited to explain the importance of the study and subjects. The carrier counselling are made to explain the importance of their study by inviting Reputed institutions frequently. The Departmental seminars are conducted on different topics.

20.Distance education/online education:

The college doesn't have Distance Education.The Online classes are taken by the teachers for the development of the students. The online Test are organised by the teachers for the curricular development of the students on google form and google meet platform. During the lockdown period the online classes are conducted instead of the physical class. During the vacation period the online doubt clearance classes are taken by the teachers.

Extended Profile

1.Programme

1.1

304

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

2141

Number of students during the year

File Description	Documents
Data Template	View File

2.2	345
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	491
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	39
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	39
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	2,63,42,844.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	42
Total number of computers on campus for academic purposes	

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 a Govt .aided College which is affilaed to Sambalpur University.The CBCS system of study was itroduced from 2016. The syllabus are provided on the University as well as College website. In the beigning of new accademic session after summer vaccation, accademic council meeting is arranged .All the lecturers and HODs are directed by the principal to attend meeting. All teachers are directed to prepare lession plan progress registers for each stream of honours students. The progress regiters are meticulously written and signed by HODs of departments are to verify them before submitting to the Principal.The Principal of the College verify the plan progrss registers and give his comments if he desires.The student attendance registers are mantained in each department to record the present and absence of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Municipal College is affilated to Sambalpur University. The college has prepared an academic callandar for the session 2021-2022 looking into the different end semester examinations of Sambalpur University.The cotineous internal examination is a part of academic activityof the college. The teachers are advised to conduct the suprise test inside class on differen topics taught in every week and ate end of every month.The copies are evaluated and marks are recorded . The answer scripts are shown to them and question -answers are discussed inside the class room.Besides internal examination is a part of University examination.The internal examinations are conducted before end semester examination as per the guide lines given by University. The duration of examination is 1Hr and carrying marks of 20(non practical subjects)and 15(practical subjects). The internal

evaluations are done regularly by the teachers for all round development of students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

B. Any 3 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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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 values for Students life,5) Venerable sections f society and understanding their issues,6)Environ mental and Techno Ethics. The study of this syllabus in all semester examinations give 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 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	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

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)	View File

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

246

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

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

A. All 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)	View File
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	View File
URL for feedback report	https://www.municipalcollegerkl.com/download files/feedback system 75.pdf

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	View File

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

415

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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 college organises different programmes after the internal assessment of the students. The better scorer is targeted for Group Discussion, Dissertation and other Higher Academic activity to enhance their scholastic competency. The college Organises extramural talks and seminars by inviting guest from NIT and University Professors as per the holistic development of the students.

The slow learners are taken care by remedial classes organised by exclusive department(s) only. After the second round evaluation process the teacher took adequate decision. The mentor-mentees are engaged to explain and eradicate the learning gap and difficulties in specific subjects.

File Description	Documents
Link for additional Information	Nil
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
2141	29

File Description	Documents
Any additional information	View File

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 is 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 nearby industries and research institutions and prepares the papers on their Visit. The department of Commerce makes field visit to different management institutes like RIMS, IIPM and NIT and participated in the seminars. This gives an exposure to advance study after completion of Graduation. The carrier counseling are arranged for the students by inviting reputed institutions like Vedant Alumina and Mehendra & Mahendra groups of companies. 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. Extramural talks has organised on anti ragging, women empowerment, swaccha bharat, financial marketing, anti drug campaigns etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

All the Science Departments are provided with LCD Projectors, Smart Board and Computers for the teaching. With the power point presentation the teaching and learning process are done. For the IT practical and classes the Computer Laboratory is there. All the Arts and Commerce department used the smart board for their teaching. The computer based practical in commerce which enable the students to learn computerised accountancy.

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 practical by use of C++ and MATLAB. Besides there are Computer based practical in Commerce which enables the students to learn Computerized 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	Nil

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

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

7

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)	View File

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

260

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

Municipal college is affiliated to sambalpur university .The CBCS syllabus was introduced in the year 2016. The examination system is consisted of theory ,practical and internal .The internal examinations are conducted as per the guide lines laid down by Sambalpur University regulations for Model syllabus. The internal examinations are conducted before the theory examinations. The duration of examinations are 20 marks(non practical subjects)and 15marks(practical subjects).The internal examinations are conducted and valued by the teachers who are teaching the corresponding subjects or by an external faculty of the college.The internal examinations are conducted by examination section with prior notification to the students.The question pattern is provided by university which is strictly followed .The students are advised to appear the internal examinations positively otherwise the absent in mid semester examination will be treated as fail.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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 to 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 publications of results for future reference.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.municipalcollegerkl.com/download.php

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.

At ab initio the teachers are provided the required instructions on dealing into teaching learning of the subject. The students were conveyed properly at the time of induction programme and departmental welcome meet. They are explained that University has introduced CBCS syllabus With six semester examinations. Every honours student has to read 14 papers of 1400 marks and Generic elective papers of 400 marks in all semester examinations. Beside there are compulsory papers of AECC-1 (Env & disaster management), AECC-II (MIL odia, English, Hindi). There are two Skill enhancement Cre course (SEC-1, Communicative ,english and SEC-II, Quantitative and Logical Thinking). Teachers are advised to study the syllabus and to explain the course outcome to the students by which an interest is created among the students to study the Programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.municipalcollegerkl.com/syllabus_new.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

PROGRAMME 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 number of students 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.

COURSE OUTCOMES--After completion of graduation from College ,agood number of number of students join in higher study like P.G, B.Ed,MBA, Cost accounting, and Government Jobs.etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.municipalcollegerkl.com/download_files/po_pso_84.pdf

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

503

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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_2021-22_71.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	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

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	Nil

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	
51	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
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	
0	
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	
0	
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 and NSS wings of the college are conducted different program for the awareness of the local people. The road safety program, girls education campaign, mass drug abuse program and Aids awareness program are conducted. To aware the local people about the rights of women in society, gender issue and inspire the Girl's and Boy's of the college. Both wings conducted the Har Ghar Triranga program for the development of patriotism among the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Nil

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

3

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

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

100

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)	View File

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

01

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

nil	
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.	
<p>The campus spans 5.00 acres of land and includes classrooms, saff common room, library , Sports Complex , Reading room, Canteen ,Cycle Stand , Gymnasium ,Administrative Building ,Computer Laboratry , Science Laboratories,NSS room,NCC Complex etc.Each class rooms are provided with sufficient numbers of wooden desk,benches, electric fans ,LED light.There are two big halls to conduct general functions and seminars .The college has own play ground behind main building in which atheletic meets are conducted.THERE are Two water coolers in first ang ground floor for students .The fire extinguishiers are placed inside the laboratories and office for fiere safety .There is a big beautiful garden infront of college building which gives a beautiful look to the institution. A huge academic building and girls hostel for ST students is under construction ,funded by Govt of Odisha (a world Bank Project) to be completed very shortly .</p> <p>1 .Number of class rooms--24</p> <p>2.Number of laboratories--Physics=03,Chemistry =02,Botany=02,Zoology=02.Mathematics=01,</p> <p>3.Total number of Computers- Physics=04,chemistry=01,Botany=01,zoology=01,Mathematics=24, exam.section=02,Office=08,Library=01, NCC=01.</p> <p>4. Smart boards with LCD Projectors =Physics=01,chemistry=01,BOTany=01,Zoology=01,General</p>	

use=01(office).

5.White board with markers=20.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The college has adequate facilities to carry out cultural activities in two nos of Halls of 250 capacity each. A number of cultural programmes are conducted by NSS /NCC departments. The cultural programmes like song competition, music competition, mono action are conducted. Inside the campus there is provision to conduct indoor games like carom, chess, and outdoor games like Kabadi, kho-kho, Badminton, Cricket, Hockey, volley ball, Football and other activities in the playground. There is a facility for conducting Yoga classes. The yoga classes are organized by NSS and NCC departments by inviting yoga teacher. A small gymnasium is inside college where interested students make practice in morning and evening.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

2,63,42,844

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)	View File

4.2 - Library as a Learning Resource

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

There is a plan to automate the college library in the coming academic session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

E. None of the above

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)

0.05

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)	View File

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

2230

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 three numbers of internet connections in the institution . The internet connections are obtained by the BSNL and BHARAT FIBRE Silver Plus . 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)**

2,63,42,844

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)	View File

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	View File
Paste link for additional information	Nil

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

721

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)	View File

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

0

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)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

70

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

50

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

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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**

2

File Description	Documents
Self-attested list of students placed	View File
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**

86

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	View File

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**

55

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.**

16

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)	View File

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 student's council of colleges in Odisha. But every college has 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[1]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 Self Study Report of MUNICIPAL COLLEGE ,ROURKELA 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	Nil
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

6

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)	View File

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 the Higher Education Department. 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 Self Study Report of MUNICIPAL COLLEGE ,ROURKELA interact with students/ Faculties /Staff to share their experiences of success stories and inspire them .The Municipal College has the alumni association and they are connected with all the activities of the College. Sometimes 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 functions and Blood donation Camps conducted by the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	
<p>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 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 stdent centric learning methods are adopted ,The question banks are provided to the students.</p> <p>The vision and mission of the institution is the ehancement of socio-cultural life by imparting qualitative education for all. Special focus is given to achive academic excellence by curriculam enrichment programs.</p>	
File Description	Documents
Paste link for additional information	Nil
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.	
<p>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 made by 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 has power to manage the institution . In begining of every</p>	

Academic session extra curricular activities are catered with differnt portfolios are published by the principal of the college. The administrative set is consisted of Administrative Bursar, Account Bursar, Academic Bursar, Examination in charge..And all HODs of the departments .The Governing body of the college is the competent authority to appoint management payment staff for day to day activities. But teaching staffs are appointed by Higher Education Department in the created direct payment posts. The teachers are transferable from one college to another college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Curriculum Development----The College follows the CBCS pattern of syllabus provided by Sambalpur University .There are two semesters in each year .The academic council meetings are 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 under the supervision of 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 college follows the academic calendar provided by Higher Education Department, Govt.of Odisha. Every department has own academic callendar to Complete their syllabus. Teachers have prepared their plan and progress registers and submits to Principal for Counter signature after signed by HOD of the department. The class tests, monthly tests, and interactive sessions are conducted for doubt clearance of the students. The laboratories are well equipped. and practical classes are done regularly in presence of class teachers .

3. Infrastructural development:-- This institution needsa new academic building is to be constructed by the higher education Department under the IDP project (World Bank project).

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 teachersvare 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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

C. Any 2 of the above

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

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 children of class -III and Class -IV employee those are working in management payment Posts .There is no such provisions for the teaching staff of the college. The College provides financial support in the shape of EPF contribution to management employee as per the Govt .Rule. The institute also provide legitimate leaves to all its staffs accoring to rule and govt. guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

0

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

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

0

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	No File Uploaded
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

0

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)	No File Uploaded

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

The annual performance 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 Self Study Report of MUNICIPAL COLLEGE, ROURKELA 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	Nil
Upload any additional information	No File Uploaded

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 of 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 expenditures 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	https://agri.odisha.gov.in/sites/default/files/2021-09/Odisha%20General%20Finance%20Rule%20Vol-I.pdf
Upload any additional information	View File

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)

0

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

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.

This College is an aided College of the State .The College collects development fees during the admission of the students.

sometimes 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 and non teaching staff are required .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 chemicals made from own source. The funds are utilized in Civil Construction works.

File Description	Documents
Paste link for additional information	Nil
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 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.

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.They 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.

File Description	Documents
Paste link for additional information	Nil
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 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 review the results in periodic time intervals. The IQAC of the college suggested adopting the Teacher -Student centric learning method by which a good relationship can be established between teacher and student.

File Description	Documents
Paste link for additional information	Nil
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	View File

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, 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 different departments on this issue. There is NSS unit of college in which 50 number of boys and 50 numbers 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 participates 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	Nil
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	Nil

7.1.2 - The Institution has facilities for 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	D. Any 1 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
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	
<p>Solid waste management:-</p> <p>The college has arranged number of dustbin in every class rooms and flores. The solid wastes are collected from the class rooms and offices and put in big dustbin. The college has its own solid waste management system. The Municipal Corporation come with vehicle and collected the solid waste and put into the disposal.</p> <p>Liquid waste management:-For the liquid waste management the college used the different chemical , finials, Acids and bleaching powder in the drains of the college.</p> <p>E-waste management---The computers and other electronic gagadets are repaired by inviting the mechanics from local market.The detroyed E-waste are soldout to the vendors with due permission of Governing body.</p> <p>Waste recycle system---There is a big garden infront of college building. The green leaves ,grass and other bio degradable items are burried and converted into compost which are again used in plants in the garden.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
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	D. Any 1 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: 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	A. Any 4 or All of the above
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	C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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 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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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 is in the middle of the Town and road side of Rourkela. So it is attracted all the students. Sundargarh district

is a tribal populated area and Rourkela is a steel city of Odisha. From different parts of India people are working in this plant. The students of different community, regions, religion admitted in this college. The medium of teaching is English, Odia and Hindi sometime as per the requirement of the students. The communal harmony is maintained in the college by celebrating all the festivals, respect the culture of every community. All the students are equally treated in the college, no students is treated unequal as per his or her socio-economic status, religion, or caste.

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 has beard the responsibility of national integration and formation of Good Citizen for the future of India. The college organized different sensitization program for students and employees of the college. The Republic Day, Independence day, Human Rights Day, Teachers Day, Youth Day, Vigilance day, Aids Day, Unity Day and Women's Day are celebrated in the college periphery. By these celebration the college wants to teach the students about the responsibility, rights, duty, teacher students relationship, obligation towards the laws or constitution, respect the nation and national interest and unity. By the celebration of National Voters Day the students are aware about the voting rights and participated in the democratic process. By the different seminars and awareness program the students are responsible.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	View File
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

Municipal College has its own tradition. The institution celebrates national and international commemorative days , events and festivals.The Independence Day, Republic Day, Teachers Day, National Science Day, world Environment Day, International Womens day, Vigillance awarenessDay, Sambidhan Divasare celebrated in the college. By celebrating all these days the student learns the patriotism, nationalism, unity, integrity, gratitude towards the teachers. By celebrating the Saraswati Puja and Ganesh Puja,viswakarma puja in the college,the morality , the values are learnt by the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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: Gender Equality: a gateway to socio Economic progress

Best Practice 2: Model question Bank for Students

File Description	Documents
Best practices in the Institutional web site	View File
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

.Games and sports----- One of the major area of Priority is the extraordinary performance in games and sports by the students of municipal college ,Rourkela. The college is situated in the Tribal dominated district of Sundargarh. The Hockey is one of the favourite game of people of Sundargarh. The students coming from village area highly interested in playing Hockey. Our college has produced several national and international players like Amit Rohidas, Neelam Sanjib Xess .The Boys and girls of Municipal college have participated in East zone Hockey and become champions several times. our college has bagged the champion Trophy in inter college Tournaments consecutively 25 years. Beside Hockey the students brought glory in Kabadi, kho-kho, Cricket, badminton etc.

Thrust Area--- Though College has excellence in field of games and sports specially in Hockey ,but there is not a Hockey play ground in this campus. We have to hire different Hockey play grounds for the conduct of Hockey matches of East zone and University Games. The college play ground for other games is partially prepared which is to be labelled and smoothen . There is also financial need for maintenance of College play ground.

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 following action plans are made for next academic year-----

- 1.Steps to be taken for openig of new subjects like Education and Sociology Honours.
- 2.Increase the number of class rooms for new subjects.
- 3.Modernization of Science Laboratories and Purchase of Science apparatus.
- 4.Constructios of more toilets for Boys and girls in first floor of main building.
- 5.Library automation and puchase of new books as per syllabus.
- 6 Weeding out of old books in the library.
7. It is proposed to organize the state level and national level seminars and workshops.
- 8.Sanitization of class rooms ,office rooms,labratories frequently in colaboration with Municipal corporation ,Rourkela during COVID and Post COVID period.