



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

MUNICIPAL COLLEGE, ROURKELA

- Name of the Head of the institution

SRI 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--UDIT NAGAR, PO--UDIT NAGAR

- City/Town

ROURKELA (MC)

- State/UT

ODISHA

- Pin Code

769012

2.Institutional status

- Affiliated / Constitution Colleges

Afilliated

- 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. **0661-2501838**
- Alternate phone No. **nil**
- Mobile **nil**
- IQAC e-mail address **municipalcollegerkl@gmail.com**
- Alternate e-mail address **pradhanparesh.1963@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_2022-23_70.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
Institutional Development Fund	IDP	Higher Education Department, Govt. of Odisha (World bank)	2019-2023	481 lakhs

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

NAAC guidelines

- 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? **Yes**

- 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)

Improved Teaching Learning Methodology by the aid of interactive smart boards. Organised many departmental seminars. Excellent result by dept. of Commerce. Successfully organised NCC and NSS camps
Suggestions made by the IQAC to principal to construct extra class rooms
Suggestions made by IQAC for construction of separate +3 SAMS lab.
Suggestion made by IQAC for levelling of college playground

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
Expansion of academic blocks	The construction of new buildings funded by World Bank under IDP is commissioned. By this 10 numbers of new classroom buildings are added.
Modernisation of College Library	A new library has set up with the internet facilities.
Opertion of the Girls Hostel	Steps are taken to provide funds for renovation of ground floor of SC/ ST Girls hostel.
Renovation and Colouring of College building	College has renovated and coloured external walls keeping an eye on World cup Hockey.
College Boundary wall	A major portion of College boundary wall has constructed.

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**

1.Name of the Institution	MUNICIPAL COLLEGE, ROURKELA
• Name of the Head of the institution	SRI PARESH CHANDRA PRADHAN
• Designation	PRINCIPAL
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• Phone no./Alternate phone no.	06612501838
• Mobile No:	9937107002
• Registered e-mail	municipalcollegerkl@gmail.com
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• Location	Urban
• Financial Status	Grants-in aid
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• Phone No.	0661-2501838

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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.municipalcollegerkl.com/download_files/ac_2022-23_70.pdf				
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Cycle 2	B+	2.60	2016	02/12/2016	01/12/2021
6.Date of Establishment of IQAC			02/05/2010		
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• Upload latest notification of formation of IQAC	View File				

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	12/04/2024

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 different disciplines like Economics, English, Hindi, History, Odia, Political Science, Botany, Chemistry, Math, Physics, Zoology, Commerce. The college has the multidisciplinary subjects. According to the Model Syllabus (CBCS).The students of one

subject (Core) has taken the 2i nterdisciplinary subject as General Elective (GE) and General Elective (GE). The interdisciplinary courses are run by the mode of GE-1/GE-2 as per the guideline of the University.

16.Academic bank of credits (ABC):

The ABC was created by UGC to let students to study freely at all of the nation's HEIs and to transfer credits between programs, allowing them to earn degrees, diplomas, postgraduate diplomas, and other credentials. A model regulation has been issued by the Odisha State Higher Education Council for undergraduate courses beginning in the 2023-2024 academic year. Sambalpur University began using the ABC system in the 2023-2024 academic year. Students in their final year of 2023 (2020-2023 session), are instructed to register on Sambalpur University's Lokaseba portal in order to get their migrations and result.

17.Skill development:

The Odisha State Higher Education Council has introduced a new syllabus "Communicative English" and "Quantitative and Logical Thinking" for the under graduate students. It is a part of SEC-1 and SEC- 2 Syllabus. This syllabus has different topics 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. By this SEC paper the students are prepared themselves for various competitive examinations. Apart from that GE papers are also there in the syllabus where they can enhance knowledge on another subject.

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

The AECC course MIL has been made available in Odia, Hindi, or English by the Higher Education Department of the Government of Odisha. Any one of the above languages can be chosen by the students as their MIL topic. Sambalpur University provides bilingual question papers ie. English and Hindi for the entire semester examination. Depending on the demands of the student, all professors are qualified and well-versed with those medium of communication ie. Hindi, Odia, or English to educate +3 students. Classes on ethics and values (EV) are also taught. This organization places a great importance on incorporating Indian knowledge into a variety of cultural activities, such as dance, theater, and handicrafts.

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

This institute organizes various carrier counselling programs in its campus. Students of College and the subject experts explain the Subject with the HODs about the vision and mission of different syllabus of Arts, Commerce and Science. The course structure, examination pattern made available in the college websites through which students and teachers can easily access and refer it in preparation of examination. Subject experts and speakers are invited to explain the importance of the study and subjects. Departmental seminars are conducted on different topics in all disciplines. There are two different types of seminars organized as inter departmental seminar to clear the content on any subject from their core syllabus and intra departmental for advance comparative study.

20.Distance education/online education:

This College has no Distance Education facility. It has no online Education system too.

Extended Profile**1.Programme**

1.1

276

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

File Description	Documents
Data Template	View File

2.Student

2.1

1957

Number of students during the year

File Description	Documents
Data Template	View File

2.2

372

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	456
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	42
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	4,07,98,332.40
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	44
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

This institution has a standard syllabus introduced by the University inline of CBCS pattern. Every faculty member prepares a schedule of instruction of entire semester in-line with the academic calendar. HODs distributes the teaching load by considering the course choice form filled by the faculty members. In order to have smooth conduct of curriculum, HODs allocates the load according to faculty competency. The activity is carried out immediately after the end of the previous semester so that faculty members get sufficient time for the preparation of the course assigned to them for the next semester. Training on OBE, induction, guidance is imparted to newly joined faculty for building and maintaining academic culture in the institute by the head of the Academic council and Principal.

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)

The institution has a stringent and systemic process for the evaluation of students. It consider students as valuable stakeholders. The overall internal evaluation is carried out as per the instruction of the University. The evaluation of students is carried out on their overall performance which includes the internal evaluation in the form of internal examinations and university level evaluation by conducting the end semester exam. The evaluation process is divided into internal and semester end Examination. Internal examination is conducted by the respective Departments under direct supervision of the Principal and Controller of Examination. The internal assessment for Arts ,Commerce and science carries 20 marks (non practical component)and 15 marks for practical components.where as the end semester examination carries 80marks (non practical subjects) and 60 marks for practical subjects .. The qualifying mark is 30% in both the assessments. The information regarding evaluation is also given to parents in parent-teacher meeting.

File Description	Documents
Upload relevant supporting documents	View File
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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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

12

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

1

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**

This institution effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that help in this endeavor. This institute also provides wide range of community outreach programmes that include health and hygiene camps, hole-in-the-wall and village adoption, enable exposure to real life situations. Apart from that the institute organizes seminars, conferences, guest lectures, exhibitions, street plays and literary activities that help in gender sensitization annually.

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

12

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

637

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	B. Any 3 of the above
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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
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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

832

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

295

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 institution provides remedial and Tutorial classes for advanced and slow learners. The academic council meeting is held in the beginning of academic session .The meeting is chaired by Principal, Academic Bursar and all HODs of Departments to discuss about the examination results. Heads of the departments are advised to take remedial and Tutorial classes in their 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 solutions are discussed for the interest of the students. The slow learners are are selected by the department and special care like extra classes are provided to them. the slow learners also advised to apper the practice classes coinductred by the departmental teachers.

File Description	Documents
Link for additional Information	https://www.municipalcollegerkl.com/download_files/mentor_mentee_sc_22_78.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1957	39

File Description	Documents
Any additional information	No File Uploaded

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. Participative Learning--- The students of Physics ,Chemistry, Botany and zoology make study tours / Field visits to nearby industries and research institutions and prepare the papers on their Visit. 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. The department of Commerce makes field visit to different management institutes like RIMS, IIPM and NIT 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 frequently.

2. Experimeal Learning---- The department of Physics, Chemistry, Botany and Zoology are equipped with all advanced apparatus for experimental woks. Some advanced apparatus are in Physics laboratory, Chemistry laboratory and Botany Laboratory to perform Minor Research projects. There are sufficient number of apparatus in all laboratories to conduct the experiments as per the CBCS syllabus... The students are guided to perform Projects as required for University examination by using the apparatus available in their laboratory.

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

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 Pen Drives for their presentations. The PDF of classes taken are shared among the students and Discussions of their difficulties are also. The Physics syllabus Contains Practical papers on C++, C and SCILAB. The practical classes are taken by the use of the Software 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. The faculty members of Arts and Commerce department conduct departmental seminars using PowerPoint presentations. They use their personal Laptop and Tablet as the teaching aid.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://clara.io/library?query=Science&gameCheck=true

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

24

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

33

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**

274

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.

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 (no 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 department 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	View File
Link for additional information	https://www.suniv.ac.in/docs/3_UG-CBCS-RegulationRevised.pdf

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 student 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 publications of results for future reference.

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

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.

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 honors 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. 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. The Course structure of Examinations are given in College Calendar for ready reference .The Course structure along with syllabus is given in college Website by which students and teachers can easily use it. 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 Counseling are made to explain the importance of their study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.municipalcollegerkl.com/syllabus.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.

The College conducts several extracurricular activities along with course programme. The College has outstanding performance in Games and Sports. The college 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 Rohidas and Mr.Nilam Sanjeep Xess have played National and Page 69/106 09-03-2023 04:28:47 Self Study Report of MUNICIPAL COLLEGE ,ROURKELA 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 anti-drug addiction and anti 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 student 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	View File
Paste link for Additional information	Nil

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

456

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/sss2022-23_72.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)

0

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

0

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

0

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)	No File Uploaded

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	
<p>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.</p> <p>The NSS wing of the college adopted a village at Bagudi Basti. It caters wide range of services in that area such as sanitation, swacchata abhiyan, literacy programme, economic sustainability</p>	

advices after various surveys.

File Description	Documents
Paste link for additional information	Nil
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

16

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)	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

16

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

01

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

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 numbers of 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 water purifier systems in first floor and ground floor. The institution has separate Boy's and girl's common room. It has a well maintained canteen too for refreshment of students and teachers. The laboratories are well equipped with Modern apparatus used to conduct experiments included in CBCS syllabus. Each Science departments are provided with computers and smart board. The department of Physics has a computer lab to perform their practical classes of physics hons. There is an IT lab which is used by the department of Mathematics for their Hons. practical class purpose. The office works are performed by computers and internet facilities. All class rooms are 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. We have well equipped staff common room.

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 for Cultural activities .The teachers are assigned with extracurricular 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, Jhota competitions are conducted for different events. There is no sports Complex inside the Campus .But students can play their 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 University games 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 the 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 exercise in the morning and evening.

File Description	Documents
Upload any additional information	View File
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.

24

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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)

2,19,85,454

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)

Steps are taken for Library automation by computerising books and purchasing new books.

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)

.09

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

1500

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 SILVER PLUS. MUNICIPAL COLLEGE, ROURKELA The internet speed is updated time to time as per our requirement. The Wi-Fi connection facility is provided by Bharat fiber with 300 mbps. Hard Disks and

RAMs are updated from time to time as per the need of the students.

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

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	No File Uploaded
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)

19,23,958

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 own 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 Budgetary 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 coloring 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	https://www.municipalcollegerkl.com/download_files/procedure_pdf_14.pdf

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	
734	
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	
734	
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)	View File
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

25

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	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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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

35

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

12

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

35

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.**

17

File Description	Documents
e-copies of award letters and certificates	View File
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)

According to Govt. of Odisha letter no HE-FE-III-MISC-144-2016-28676/ HE,DATED ON /10/10/18, Student Union Election is discontinued at Higher Education Institutions in Odisha. This institution always gives priority to students as a stakeholder. All cultural programs, sports and games, annual day celebrations are conducted by students and the staff of the college together. Dramatic society, Athletic society, Arts Society, Science Society, commerce Society, Boys common Room, Girls Common room, Odia Sahitya Samaja conducts different functions and awards the winner of various competitions.

The world Cup Hockey was conducted in the month of January 2023 at Rourkela, Birsamunda Hockey Stadium. In view of this hockey several cultural activities like Jhoti, Rangoli, Dance, Road show etc are conducted as per the instruction of the Govt. of Odisha Sports and cultural Dept.

File Description	Documents
Paste link for additional information	https://dhe.odisha.gov.in/sites/default/files/2020-03/DocPath5_0.pdf
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

18

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

This institution has an Alumni Association. This Association supports the college in various matters like safety and security in campus, local collaborations/ adoption of villages/ socio-economic survey etc., providing voluntary services in annual sports and other official celebrations.

Alumnis are also take part in cleaning campus with the NCC and NSS team along with teachers on campus cleaning drive. Some alumnis

are successful businessmen, sport stars and active in social services. They take extramural/ motivational talks from time to time.

File Description	Documents
Paste link for additional information	https://www.municipalcollegerkl.com/photogallery.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

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

The vision that the college cherishes and holds as sacred is: To create and sustain an atmosphere of academic excellence and infusing in students the need for research work for ensuring employability and bettering the society. Involving especially the students of weaker and underrepresented section to bring in equity among the students and to design the system for inclusiveness of stakeholders in making research work lively.

- To encourage and facilitate students of economically weaker section to involve in research work to empower their academic knowledge and enable them to earn while learning.
- In order to move in line with the mission and vision, the Principal under the administrative power of the Governing Body executes the main policy of the college administration. The Governance of the college is a hierarchical structure where participation of every members of staff is visible either passively or actively. There is an Academic Council of the college which works conjointly with the IQAC for matter related to academics keeping in view the mission and vision of the Institution. IQAC reports are discussed in the staff council meeting of the college and possible

improvements are also explored.

The different committee like purchase committee ,development committee ,construction committee with the guidance of the Principal executes the policy decisions of the Governong Body in line with the procedures set up and established by the Govt.An holistic approach is taken in so gar as Institutional Development is concerned .

File Description	Documents
Paste link for additional information	https://www.municipalcollegerkl.com/mission_vision.php
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.

Decentralization is effectively visible in the college as Principal forms different committees allocating co-curricular and extra curricular activities in the begining of the the academic year.The work od admission is decentralized by forming a admission committee .Thre is also a staff council , presided over by the Principal, who appoints the senior-most teacher as its Secretary. Staff council looks into the problem of the staff members and put it before the Principal who in tumn place it before the Governing Body .Students also put their requirements throughthe teachers or with the Principal directly to address the issues governing thier fields.All the stake holders are free to put their suggestion and feedback including the alumni for the college development and cares are taken to look into their suggestion.

File Description	Documents
Paste link for additional information	https://www.municipalcollegerkl.com/photogallery.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional strategic plan aims at quality of education and infrastructure, fostering successful outcomes for the enrolled students. It serves as an instrument, guiding this college defining its mission, vision, and goals. It also ensures implementation of programs that improve the educational ecosystem, encompassing faculty, students, infrastructure, and facilities. Additionally, it promotes research, development, and interaction with crucial stakeholders and thereby strengthening the institution's impact and presence. This strategic tool ensures that Municipal College can effectively leverage its resources and initiatives with its long-term objectives, which will sustain institutional growth and excellence. To monitor and implement these, the institutions set predetermined goals, conduct regular reviews, and gather regular feedback from its stakeholders.

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.

The Governing Body is the apex body of college administration responsible for the administrative set up, appointment, disciplinary action and resource management. All these areas are governed by the established rules of the Govt. in general and Govt. of Odisha, Higher Education Department in particular. Departmental heads look into the proper functioning of their departments. All the staff members of the college both teachers and non-teachers extend their support to the college administration. Staff members have been assigned specific co-curricular and extracurricular responsibilities to ensure the efficient management of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The College operates in alignment with the welfare regulations, and welfare measures which are integral components of the institutional administrative framework. The teaching staff has opportunities for career advancement through participation in workshops, orientation programs, and refresher courses. Non-teaching employees have a scheme for their wards ,if they are admitted in the college .Their development fees are waved off. Employees are also covered under the EPF fand ESIC scheme. Employees are covred under the pension schemes of the Govt or EPFO as the case may be. Diverse forms of leave, including Earned Leave, Maternity Leave, Casual leave are granted to the staff members to meet their leave requirements.

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

4

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

3

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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 and yearly CCRs are also maintained.

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 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. .Audit of accounts for the financial year is conducted by the auditing team with reference to different parameters in conformity with Odisha General Financial Rules and Govt. instructions issued from timeto time.After the audit compliance report is submitted to the auditing authority .The Income and Expenditure is shown in the Audit Report along with advance .Stock verification report of the inventories are also placed to the audit..

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.Similarly in case of payments the Bursar ensures the maintenance of due procedures as per financial rules and guidelines.

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

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

Municipal College is an Grant -in -Aid College of the State .The College collects development fees during the admission of the students which is its major funds mobilization source.At times , the college also 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 are required to cover up the course and their payment is made out of the development fees of the college besides there are also teaching and non-teaching management posts whose payment is made out of this fund. .In addition to above , various day to day expenditures of the college like repair ,maintenance ,electricity ,procurement of inventories and assets , renovation and repairing ,library books and laboratory equipments ,statutory payment of fees and fines to the Govt. , affiliation and concurrence fees payment to the university and Govt. are to be met out of the college fund.The Govt. also sometimes provides some funds as infrastructure and laboratory grants. 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,Saraswati Puja ,Ganesh Puja 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	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 plays the active role in the quality enhancement of teaching and learning . Regular meetings are held to enhance the quality education of the Institution specially after the results of each examination after published.The cell makes a though discussion with teachers and students for their performance in the examinations. Feedback from the students about their difficulties in teaching and learning are obtained. The IQAC of the College Conducts Seminars and different Competitions like essay ,debate, Song etc to expose the inherent quality of a student. Teacher are encouraged to join in Refresher course,Orientation Course and pursue research work and .They are also advised to participate in national and international Seminars of their interest for quality enhancement in education.

The IQAC met on 04.07.2023 discussed the procurement of CBCS books for the degree students and preparation of college calendar which is to be distributed to the students. Similarly in the IQAC meeting dated 19.10.2022 health and hygiene of the college was discussed along with completion of boundary wall and operationalisation of Girls hostel.In IQAC meeting dated 05.01.2023 the issue of upgradation of college website , construction of a e-library and ,one computer laboratory for Physics Department was was discussed.

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

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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)	No File Uploaded

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

Municipal College, Rourkela has taken important steps to maintain the gender equality among the boys and girls. The college has formed different Cell such as Anti- Raging Cell, Anti-Sexual harassment Cell, Grievance Redressal Cell, NSS Unit and NCC Wings to maintain the gender equality. The different programme such as awareness program, seminars, debate competition, rally, dance competition, song competition, and short play or Nukkad are organized among the boys and girls for the gender sensitization. The in-charges teachers of these Cell and units takes steps to solve the gender issue problems. The NSS Unit consist of 50 boys and 50 girls and they participated in different NSS activities , rally, awareness program together. The NCC wing is also consisted with both boys and girls. They participated in parade of independence Day and Republic day celebration jointly.

The Gender Sensitization program are organized by the NSS and NCC unit of the College through Rally, posters. They also participated in the different program organized by government or NGOs.

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
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File Description	Documents
Geo tagged Photographs	No File Uploaded
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
--

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.

For the liquid waste management the college used the different chemical , finials, Acids and bleaching powder in the drains of the college.

Awareness is created among students and staff members regarding Bio-medical waste possible hazards and its safe disposal whenever occasion comes underway .

Awareness is created among students and staff with regard to possible hazards of Bio-medical waste and its management that might come up underway.

Inventories like Laptop, Computers, TVs, Electronic Gadgets, Printer, Scanners Copiers etc. when becomes out of order are get repaired by calling technical persons.

The college has a garden where bio degradable items are kept and undergoes recycling allowing natural process so that it can be further used in the garden again.

Hazardous chemicals are used in Chemistry department. After use, the residual contents are disposed off under the ground at a safe distance place.

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	View File

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

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

B. Any 3 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 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 iattractsall the students belonging to different regional ,cultural and socioeconomic diversities from the locality.. 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 are treated unequal as per his or her socio-economic status, religion, or caste.The college has its own dress code which is uniform to all the students by which the socio economical diversities are balanced.

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 bearded 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 this celebration the college wants to teach the students about the responsibility, rights, duty, teacher student 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, 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	No File Uploaded
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. For example Independence Day, Republic Day, Teachers Day, National Science Day, world Environment Day, International Women's day, Corruption Days are 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 in the college the morality, the values are learn by the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

1. Library as a resource of Education

2. Seminar is a part of Academic activity.

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

Major thrust area of the institution is the insufficient numbers of class rooms, infrastructure for sports and games and ICT enabled teaching process. The number of the student's strength in Hons. subject increased and again opening of new Hons. Subject like Education and Sociology further made the condition challenging. Looking into this the expansion of infrastructure is highly essential. In sufficient number of permanent teachers in

most of the department and financial stability of the college is managed by the development funds of the students. Most of the management employee get salary from the management/development fund which also hinders the infrastructural development of the college.

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

7.3.2 - Plan of action for the next academic year

1. To increase the number of class rooms.
2. purchase of required numbers of computer
3. Installation of new smart boards for interactive classes.
4. Renovation and function of girl's hostel.
5. Leveling and construction of boundary of the play ground.
6. Purchasing new books for library according to CBCS and NEP-2020 syllabus
7. To establish e-library and installation of new e-reading rooms.
8. Installation of computer lab funded by IDP(World Bank Project)
9. Purchase of equipments for science laboratories.
10. Construction of auditorium.