



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MUNICIPAL COLLEGE ,ROURKELA
Name of the head of the Institution		Mr .P .K .PATRA
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06612501838
Mobile no.		9937107002
Registered Email		municipalcollegerkl@gmail.com
Alternate Email		pradhanparesh.1963@gmmail.com
Address		AT-UDITNAGAR PO-UDITNAGAR DIST--SUNDARGARH
City/Town		ROURKELA
State/UT		Orissa
Pincode		769012

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>MR. BHASKAR CHOUDHURY</b>
Phone no/Alternate Phone no.	<b>06612501838</b>
Mobile no.	<b>9437203273</b>
Registered Email	<b>municipalcollegerkl@gmail.com</b>
Alternate Email	<b>municipalcollege8@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.municipalcollegerkl.com/download_files/aqar_2014-15_6.pdf">https://www.municipalcollegerkl.com/download_files/aqar_2014-15_6.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.municipalcollegerkl.com/download_files/academic_calendar_2015-16_2.pdf">http://www.municipalcollegerkl.com/download_files/academic_calendar_2015-16_2.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.44</b>	<b>2009</b>	<b>31-Dec-2009</b>	<b>30-Dec-2014</b>
<b>2</b>	<b>B+</b>	<b>2.60</b>	<b>2016</b>	<b>02-Dec-2016</b>	<b>01-Dec-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>02-May-2010</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Students Induction Programme	07-Aug-2015 1	150
Parents Teachers Interaction meeting	12-Sep-2015 1	85
Alumni Meeting	02-Nov-2015 1	26
Stake Holders Meeting	19-Nov-2015 1	36
Internal Seminar of Physics ,Chemistry and Mathematics Department.	20-Nov-2015 1	80
Internal seminar of Botany and Zoology Department	23-Nov-2015 1	79
Internal Seminar of Commerce Department	26-Nov-2015 1	122
Internal Seminar of Arts Department	30-Nov-2015 1	83
No Files Uploaded !!!		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

01.Modernization of Library with sufficient Books keeping in view the introduction of CBCS syllabus.

02.Filling of college ground and construction of boundary wall.

03..Capacity building in Accounting Procedure using CAPA (College Accounting Procedure Automation)

04.Staff were motivated to organize seminars, workshops and extramural talks by inviting speakers.

05.Introduction of ICT enabled method of teaching among the students.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Filling of college ground and construction of boundary wall.	Some traces of ground were filled up and initiatives were taken for boundary wall construction
Capacity building in Accounting Procedure using CAPA (College Accounting Procedure Automation)	CAPA process preliminary entry made
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2016

Date of Submission

30-Sep-2016

**17. Does the Institution have Management Information System ?**

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>List of modules are as follows.  01.Students Academic Management System(SAMS) is a online process the Controls the admission process in Higher Education  02.The Accounting procedure of the college by controlled and maintained by CAPA.  03.Lokaseva Adhikar portal created by Sambalpur University to control the enrollment of the students ,subjects ,examinations and results.  04.PRERANA a scholarship portal developed by Higher Education ,department Govt. of Odisha for distribution of National Merit Scholarship and State Scholarship.  05. PIMS portal is used to maintain staff information of an institution basically service particulars ,salary particulars ,academic achievements etc.  05. HRMS portal is used for salary payment, maintenance of service books , leave particulars ,CCR uploading etc.</p>
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**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Municipal College ,Rourkela has an ergonomic mechanism for well planned curriculum delivery and documentation while revision and upgradation of the syllabi is done at the University level.The college expropriate the curriculum designed and prescribed by the sambalpur University to which the college is affiliated. At the beginning of each academic year ,the academic Calendar is structured and finalized in alignment with the guidelines of the university curriculum in a meeting headed by the Principal along with the members of the Academic Council and heads of all the Departments.Based on the resource potentiality , institutional goals and concerns towards the students , the members of the staff /HODS along with Academic Bursars headed by the Principal sets a detailed timetable with efficient deployment of the units of the time for academic and co-curricular activities to meet theoretical ,tutorial and above all value education. Apart from the traditional teaching-learning methods of white board and lecture method , the college lays great priority on curriculum delivery through practical learning . We follow students centric teaching methods and effective teaching strategies for classroom teaching. Our faculties are also committed to penetrate the curriculum by running different Interactive Teaching activities promoted through students' participation in group discussions, quizzes,seminars, project work, tutorials ,assignments , group discussions etc to ensure our students' overall theoretical ,practical and pedagogical knowledge..In addition ,we have well implemented remedial and doubt clearing classes committed to reinforce students' preparedness before university semester examination.Furthermore , students are encouraged to use video lectures ,E-PG Pathshala,NPTEL Lectures ,OHP, Power Point Presentations ,projects ,cases studies surveys etc.The college is also well equipped with department specific smart audio visual classrooms ,science laboratories etc.which are extensively used by teachers in day to day standard teaching to

make delivery of the curriculum attractive to the students. As an attempt to to secure the efficiency of curriculum delivery ,the faculties are required to prepare modular teaching plans consisting of course outcomes , course objectives , content topics, reference books and the expected outcomes from the students and submit accordingly to the Principal before the commencement of the semester.The Principal along with the senior faculties conducts regular meetings with all faculty members to monitor and ensure the progress of the delivery of curriculum. The institution has, thus ,developed a structured and effective implementation of the curriculum.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	NIL	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
1.Self Defence for Girls Students	Nil	225
No file uploaded.		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

The institution has healthy culture of obtaining feedback from various stakeholders on regular basis. Specific feedback format are prepared and distributed among corresponding beneficiaries /participants/. The filled and completed forms are kept secret till they are analyzed and handed over to the Head of the Institution. IQAC co-co-ordinator along with the Principal further check the analysis for accuracy minutely and impartially. The shortcomings are taken seriously and action plans are taken to improve upon them. In this session of 2016-17, the following feedbacks were obtained and analysed. (i) Feed back from Students (ii) Feed back from Teachers (iii) Feed back from Employee (iv) Feed back from Parents All the feedback forms are carefully analysed and three different categories such as (i) excellent, (ii) satisfactory, and (iii) not satisfactory were made. The results provides satisfactory in some segment of feedback such as (i) curriculum, (ii) NCC, (iii) Games of Sports, (iv) Cultural Activities, (v) YRC but but in some other segments like library, Reading room, Common Room found to be not satisfactory. Continuous efforts are given for improvisation on the shortcomings.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	1329	0	34	0	34

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
43	10	15	4	4	Null
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring process consists of a long-term relationship whose objectives are to support the growth and development of the students and to reduce the gap between students and teacher and to increase their academic growth. Keeping in view the above aspect, mentoring system has been introduced in the Municipal College, Rourkela for which a committee has been constituted with a senior faculty member as the Co-ordinator and HODs of all departments as member of mentoring committee. The HODs with the help of teachers interact with the concerned students twice in a session to discuss their personal as well as academic problems and such problems faced by the students are redressed giving them proper guidance by the mentor. When the first year /first semester students are admitted, the mentors explain the course structure, syllabus and evaluation process in detail to the students and resolve their doubts. All necessary information related to the student such as the contact number, email of the student, category, gender, address etc are collected by the mentors from the SAMS data base where all these things are maintained. Proctorial system is introduced and the proctors also discuss with the students about their problems related to academic progress and other activities including the results of internal examinations. Student's attendance and their participation in the seminars are also examined from the registers and low reporting is discussed with their parents/guardians and causes are looked into giving them proper guidance. Mentoring is thus done on regular basis to support the student causes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1329	34	1 : 39

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	34	7	0	7

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	00	Nil	00
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows a rigorous evaluation system keeping in view the academic betterment of the students enrolled in various courses. With this objective, in the beginning of the session, a meeting is called by the Principal. In this meeting, firstly, the results of the previous academic year are appraised and secondly, a plan for internal evaluation for the present year is chalked out. The academic council consists of Principal, HOD's of all departments, Academic Bursars and Officer -In-charge of Examination. All departments are advised to



conduct class test examination at the end of each month. The progress of the students are reported and records of their performance are maintained in the registers. The valued answer scripts are shown to the students so that they become able to identify their mistakes and deficiencies. The department of science stream namely ,Physics , Chemistry , Mathematics , Botany and Zoology conduct practical classes on regular basis as part of their prescribed curriculum. The experiments conducted during practical classes are demonstrated to the students by the students by the class teachers and the observations taken by the students are checked in the practical classes .The students have to maintain their practical records and these are verified by the teacher regularly. Apart from this ,the departments are advised to prepare a question bank for preparing the students for the University examinations .Doubt clearing classes are taken and doubts are explained by the subject teacher.Further , the college is affiliated to Sambalpur University and as per the instruction of the University half yearly and test examinations are conducted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared by Department of Higher Education ,Govt . of Odisha under CMS (Common Minimum Standard) in the beginning of the academic session which is followed by the college. It contains admission dates , commencement of classes , parent-teacher meet , college election ,test and semester examination schedule and conduct of college athletic meet and cultural activities of the college. Besides this the college prepares the programme to conduct half yearly and test examinations. However the University prepares the University examination Programme and accordingly the examination are held.Every department prepare their own academic Calender obeying the instructions given in CMS. They prepare plan progress register for the class room teaching .They conduct class tests and ,internal examinations .The doubts are discussed with students .Science Teaching departments are advised to prepare a progress register to complete experiments and practical examinations are conducted which is part of the revision of heir syllabus.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://www.municipalcollegerkl.com/download\\_files/results\\_2016\\_pdf\\_7.pdf](https://www.municipalcollegerkl.com/download_files/results_2016_pdf_7.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://www.municipalcollegerkl.com/download\\_files/sss\\_pdf\\_20.pdf](https://www.municipalcollegerkl.com/download_files/sss_pdf_20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
<b>No file uploaded.</b>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>NILNI</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>Nil</b>	<b>NIL</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>No file uploaded.</b>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>Nil</b>	<b>NIL</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>No file uploaded.</b>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>0</b>	<b>0</b>	<b>0</b>

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>NIL</b>	<b>0</b>

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>Nil</b>	<b>NIL</b>	<b>0</b>	<b>Nil</b>
<b>No file uploaded.</b>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>NIL</b>	<b>0</b>
<b>No file uploaded.</b>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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NIL	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	0	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	3	5
No file uploaded.				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
0	0	0	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nil	Nil	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35.48	0.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	NIL	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
<b>Text Books</b>	14332	Nil	218	49922	14550	49922
<b>Reference Books</b>	6100	Nil	100	22900	6200	22900
<b>Journals</b>	10	Nil	2	1100	12	1100
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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0	0	0	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	39	2	7	7	0	10	5	10	0
Added	3	0	0	0	0	0	3	0	0
Total	42	2	7	7	0	10	8	10	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.5	0.4	4.67	1.57

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has its own mechanism for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. There are different committees such as Development Committee, Purchase Committee, Budget Committee, Library Committee, Sports and Athletic Committee and Academic Committee. The Development Committee consists of Senior Teachers, Academic Bursar, and Head Clerk and the Principal is the Chairperson of the Committee. The Development Committee is convened by the Principal whenever an occasion arises and agenda-specific discussions are made and resolutions are adopted as per the requirement. The budget committee consists of Accounts Bursar, Administrative Bursar, Accountant and Senior-most teachers. The committee prepares the Annual Budget at the beginning of the financial year. The budget is approved by the Principal. The Purchase Committee looks after the procurement of office stationery, Library Books, Equipment and apparatus of the Laboratory, and procurement is made as per the Odisha General Financial Rules. Similarly, the Sports Committee decides about different types of Sports and Athletic events to be conducted as proposed by the University as well as the college. This committee is also responsible for deciding on the various sports materials to be purchased during the financial year. There is also a Library Committee which consists of teachers from different faculties and the Librarian. The committee asks for the book list as per the syllabus for the different departments and they

approve the list for purchase of books. The committee also suggests over all development of the library keeping in view the requirements of the students. The Academic Committee consist of all Heads of the Departments and Academic Bursar and the committee looks into the results of their concerned departments and the new methods to be adopted to increase the academic performance of the students.

HODs of Science departments also discuss on improvement of the science laboratories and purchase of apparatus ,chemicals and consumables etc. The official works are done through computers which covers mostly admission ,issue of CLC , form fill up ,maintenance of Accounts ,payment of salary bills and examination related matters. There is a computer laboratory for IT Section of the college .Besides , there is a computer laboratory for Physics (Hons) students to conduct their computer based practicals. There are 19 numbers of class rooms out of which six are big halls to accommodate 128 students at a time. All the class rooms are provided with white boards , light and fans for the comforts of the students.

<http://municipalcollegerkl.com/download.php>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Couselling and Mentoring	07/09/2016	1244	Teachers of the Institution
yoga class	18/11/2015	200	yoga teacher PET
Personal Counselling and Mentoring	28/09/2015	359	Teachers of the College
Remedial Coaching	28/12/2016	52	Agency
Self Defense (Girls)	15/07/2016	300	Govt. of Odisha ,Higher Education Department
No file uploaded.			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passed in	Number of students placed

		competitive examination	career counseling activities	the comp. exam	
2016	Banking Coaching	90	32	19	16
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	1	ARTS	ENGLISH	Sambalpur University	M A
2016	2	ARTS	ODIA	Sambalpur University	M A
2016	1	ARTS	POLITICAL SCIENCE	S U	M A
2016	1	ARTS	HISTORY	S U	M A
2016	2	SCIENCE	PHYSICS	IGIT Sarang, Sambalpur University	M Sc
2016	1	SCIENCE	CHEMISTRY	S U	M Sc
2016	1	SCIENCE	MATHEMATICS	S U	M Sc
2016	2	SCIENCE	BOTANY	GOVT. COLLEGE & S.U	M. SC
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	33

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

**5.3 – Student Participation and Activities**

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	10	Nil	10	Nil	Nil	Nil
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students council consist of President , Vice President , Secretary ,Asst Secretary ,Athletic Secretary and Arts/Science/Commerce Society /Boys Common room secretary /Girls Common Room Secretary. They are elected by the students as per the guidelines provided by the Department of Higher Education ,Govt. of Odisha.The Advisors of different Students Union aliied bodies holds meeting with elected candidates on overall students issues including academic and administrative problems of the institution..Different competitions like debate , essay ,cultural activities are organized for the academic as well as extracurricular excellence of the students. The volunteers of the Union helps to maintain discipline in the college campus.The students of the college actively take part in the cultural programmes like drama, songs and music competitions held at different times and different level.The students union has a an athletic society. The society organize various athletic competitions at college level in form of Annual Athletic Meet each year.Besides , different sports competitions/events of Sambalpur University are also organized by the college like Inter College , Hockey, Badminton ,Foot Ball ,XoXo , Kabadi .

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

70

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Two nos of meeting was organized by the Alumni Association.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500



words)

1. Administrative Management. The Principal is the Head of the institution looking into the overall administration of the college. For smooth administration, the principles of decentralization and participative management is followed. Administrative Bursar, Accounts Bursar, Academic bursars, have been delegated with power to resolve the issues in consultation with the Principal. The Principal also assigns extracurricular duties in the beginning of each session to all members of staff. Committees have been formed to resolve the issues like Students Welfare, Anti Ragging, Anti Sexual Harassment, Grievance Redressal, Discipline Committee, Social Audit and monitoring, performance tracking and feedback. The academic Council of the college consists of all HOS of concerned departments and academic bursars along with the Principal sit together to discuss the problems and outcomes of the results just after the publication of the University results. They also discuss how to improve the quality teaching and learning process imparted to students. The development committee, budget committee, purchase committee consist of senior teachers. They look into the development and purchase related problems of the college and timely decisions are taken. For academic management time table plays a crucial role which is managed by time table incharge of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	Members of staff are encouraged to undergo refresher course/ orientation course/seminars /work shops for development of their potential. Some of the official staff have undergone computer training course with regard to accounting, auditing, SAMS software, Enrollment and Examination portals of University.
Teaching and Learning	Teaching and learning is one of the major aspects of our curriculum. Teachers are appointed by State Selection Board, Govt. of Odisha and also by the Management. The college provides education in BA (Hons), B Sc(Hons) and B Com(Hons). The subjects in BA (Hons) are English, Odia, Hindi, Political Science, History and Economics. The B Sc (Hons) consists of Physics, Chemistry, Botany, Zoology and Mathematics. The Commerce Hons consist of Accounting and Management. The college has to follow the academic calendar provided by the Higher Education Department. The admission to the new students are made through SAMS. The teachers have to prepare plan in the beginning of the session as per their syllabus and they have to record the progress which is verified by HOD

of the Departments and Principals. Classrooms are provided by the white boards and the teachers has to write by using markers pen. Some of the Science teaching department like Physics, Chemistry, Botany and Zoology use LCD projectors in developing PPT of the course curriculum. The science laboratories are equipped with experiments related to CBCS syllabus. The Physics and Mathematics Department use to do their practicals using C, C++, SILAB and MATLAB. The departments conduct seminars by inviting experts from nearby colleges and also among the students. Few of the departments conducts study tour, field visit to prepare the project which is a part of their curriculum.

**Curriculum Development**

Municipal College is an affiliated college to Sambalpur University. It imparts co education in BA/ B Sc/ B COM(Hons). The Choice Based Credit System Syllabus has been adopted by University from the session 2016-17. The UGC based syllabus has been designed by the University and the college has to follow. However few members of the staff are selected by University to act as a member of Board of Studies. The members of the board of studies can moderate the syllabus as per the requirements.

**Examination and Evaluation**

The examination system is made up mid semester examination and end semester examinations. The mid semester examinations are conducted by the college and evaluated by the subject teachers. Then the marks are uploaded in the University Website. Besides the internal examinations, class examinations are conducted by the teachers in the end of every month. The end semester examinations are conducted by the University which are held in the college center. The evaluation of the answer scripts are made by the valuation zone selected by the University.

**Library, ICT and Physical Infrastructure / Instrumentation**

There is a library which contains adequate no of text books, reference books and journals. Books have been arranged subject wise for the easy access of the students. There is also a book bank from where students can take books with a token amount. There are also departmental library of the

Science teaching departments. Steps are taken to improve the library by storing the records and data in computer. There are sufficient number of class rooms provided with bench and desks ,fan and light ,white boards .There are twenty one number of class rooms with two gallery .There are also sufficient laboratories provided with a good number of apparatus related to CBCS syllabus.To facilitate drinking water the college installed two no of water coolers.Sufficient number of urinals are also available for boys and girls.The office is provided with sufficient number computers to manage day to activities.The admission managed by SAMS.

Admission of Students

The admission of students are through SAMS.so the transparency is maintained.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Plans and policies are determined in advance and annual action plan is prepared with the due approval of the Principal.Planning and development is an interdisciplinary process and called for co-ordination of all stakeholders concerned.In case of academic planning with regard to opening of new courses , renewal of existing courses ,online application is made to Govt. through HPC online application which saves time.In the area of financial requirement of funds for staff salary planning is made in the beginning of the year and is placed with DHE(O) , Govt. of Odisha through online.</p>
<p>Administration</p>	<p>All administrative correspondence are made emails/whatsapp by the college with Director of Higher Eduaction , Odisha /Govt of Odisha , Higher Education , Department , Regional Director and Sambalpur University.Staff details and their service records are updated in PIMS software developed by Higher Education Department..There is also Human Resource management system developed by Govt Of Odisha for maintenance of leave ,records, Personal appraisal report , etc.Salary of employees , are also recorded .</p>
<p>Finance and Accounts</p>	<p>The college financial management is maintained by CAPA an automated software.Salary disbursal is managed by</p>

	the IOTMS portal.Collection of fees , income ,expenditure ,advances and cash book are managed in CAPA.
Student Admission and Support	Students admission is fully controlled by SAMS (Students Academic Management System).In the beginning of the every session notification is made for admission into 1 st year courses through online as per the time line notified by the Govt in Higher Education Department from time to time.The software maintains students data base for the college stream wise and year wise.Scholarships awarded to students are maintained by PRERANA portal of the Govt. After enrollment of the students under SAMS further support activities like University examinations is done by LOKASEVA portal.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NIL	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	00
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

1	1	0	0
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	The Academic fees of the wards of the Non-Teaching staff of the college waive out by the Management of the college .	There is Students Aid fund for poor students support belonging to poor family .

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

**External Financial Audit :** Municipal College is a fully aided Non-Govt college. The financial audit of the college is done each year by Local Fund Audit , a wing of Finance Department Govt. of Odisha. During the course of Audit they have to check income and expenditure of the college. The income of the college consists of Govt Grant in the shape of salary of the staff and the income it generates from its own sources. In case of Govt. grants ,the role of audit is limited .The audit only has to find out whether ,the funds are utilized during the financial year and surplus if any is refunded to the Govt. at the end of the financial year .In the matter of funds generated by the college from its own sources , the audit checks the cash book, Daily Collection Book and cash receipts. The audit ensures that fees collected from different heads are entered in the Daily Collection Book and amount collected is reflected in the cash book. On the expenditure side, the audit verifies whether expenditures are done in accordance with OGFR. In case of purchases below 15 000/- no quotation is required still the audit examines whether the articles has been bought from the registered firm. In case of expenditure exceeding 15000/- the audit verifies whether such procedures as quotation call ,by proper notification ,opening of quotation by the purchase committee ,awarding the purchase order to the party quoting the lowest bidder , certificate of the good quality , by the competent authority and stock entry is done.

**Internal Financial Audit :** So far as internal audit is concerned , the principal appoints ,the Account Bursar , usually a senior faculty member whose work is to ensure that the income and expenditures activities are done in accordance with Govt. rules. In his capacity the Account Bursar checks cash book , Daily Collection Book and money receipts and ensures that the figures of money receipts enter the Daily Collection Book and amount is exactly mentioned in the cash book. Further ,the Account Bursar checks the stock register ,ledger and demand register along with ensuring fair practices in the matter of procurement.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	Nil
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6.4.3 – Total corpus fund generated

50000.00
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE, RDE, PRINCIPAL	Yes	PRINCIPAL, ACADEMIC BURSAR
Administrative	Yes	DHE, RDE, PRINCIPAL	Yes	PRINCIPAL, ADMINISTRATIVE BURSAR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent-Teacher meetings are called in the beginning of the academic session. In this meeting the results of previous session are discussed. 2. The difficulties of the wards are discussed and suggestions are sought from the parents. 3. The rules regulations pertaining to the discipline are explained to the parents.

6.5.3 – Development programmes for support staff (at least three)

1. Staff are encouraged to join in the Refresher orientation courses conducted Universities. 2. The staff members are advised to participate in National, International seminars. 3. The extramural talks on varied issues are conducted and staff are encouraged to participate in the meeting.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Steps have been taken for up gradation of Library by purchasing more number of Text books Reference Books. 2. Initiatives are taken for the construction of boundary wall for safety and security of property of institution. 3. Steps are taken to involve more staff members to teach with ICT enabled teaching.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
<b>No Data Entered/Not Applicable !!!</b>				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1.Environment plays important role for healthy life. The campus is made neat and clean to keep environment eco friendly.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Rest Rooms	Yes	100
Scribes for examination	Yes	2
Any other similar facility	Yes	50

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	1	Nil	20/10/2015	1	Road safety	Placards are made by NCC student to aware the citizens about signals, driving, rules, use of Helmets, Seat belts for four wheelers, Speed driving,	58
2016	1	Nil	12/01/2016	1	swachha Bharat Abhijan	Cleaness of college campus by NCC students and awareness to students .72	72

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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College Calendar	Nil	Our college calendar is a hand book which contains all rules and regulations for all stake holders. The college calendar contains course structure for all university examinations. It gives the dress code for boys and girls. Every students have enter in to campus with proper dress code. This book contains general rules of decipline, Library rules, College election rules. It also provides the informations about Proctorial system, games and sports, NCC YRC.
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#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Extra mural talks on spiritualism	15/09/2015	15/09/2015	95
Anti tobacco and anti drug drive	10/01/2016	10/01/2016	165
Teacher s day celebration	05/09/2015	05/09/2015	250
Independence day	15/08/2015	15/08/2015	230
Constitution day	26/11/2015	26/11/2015	220
Republic day	26/01/2016	26/01/2016	250
No file uploaded.			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Cleanliness of campus is made every day .
2. Sanitation facilities are looked after by the Teacher -in charge.
3. Water harvesting is made by he help of Well .
4. Few plantations are made in Garden to make campus eco-friendly.
5. LED bulbs are used in place of fluorescent light to minimize power consumption.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

<p><b>BEST PRACTICE -1 - GENDER EQUALITY A GATE WAY TO SOCIAL PROGRESS</b> With the changing scenario of the society with the advent of modern technology in the teaching and learning process there is a call for gender equality in every educational institution. Evidences show that society with greater gender equality achieve higher level of social and economic rights for all their members. The gender equality impacts the human development . According to Mahatma Gandhi , if you educate a man , you educate an individual , but if you adulate a</p>
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woman , you educate an entire family. So , making woman equal in all spheres , would bring qualitative changes in the society. It improves the health , raises nutritional standard of the family , reduces child mortality and ensure educational outcome of the next generation. Gender equality is a sin qua non for overall development of a society. A literate woman play the significant role to acquire the knowledge in the family and to eradicate the superstitions in the society . The also help in the economic growth of the family which in turn contributes to the whole sum development of the society. Looking into the above aspect, our educational institution takes several step in this direction. Out of the total enrolment more than 60 are girls. So the girls have been given equal opportunity with the boys. There are Girls Unit of NCC ,NSS and Self-Defence where the girls have fair chances to enrol themselves. The college provides equal opportunities to participate in hockey ,kabadi ,Kho -Kho ,foot ball badminton etc. The college conducts many competitions to expose creative activities . Above all they participate in different academic activities like debate quiz ,song , essay. They can participate in college union elections by which they can develop their leadership qualities at par with the boys. Implementation of the above programmes provides gender equality, building up dignity of women, eradication of sex discrimination and also provides gender justice at institutional level. These qualities imbibed by them in the college, in the later stage of their life will lead them in social and economical progress of the family in particular and society in general. BEST PRACTICE-2-SEMINAR IS A BEST PRACTICE The diffusion of knowledge through seminar activities is one of the best practice of our college. In the beginning of the session , in the time table , seminar classes are allotted for different streams. Every science teaching department conducts internal seminars in which all the students have to participate and the students have to prepare a topic from their own syllabus or beyond syllabus. They also have to take the help of the teachers of the concerned departments and prepare their presentation. In every seminar ,there is a rigorous discussion among the students and with the teaches related to that presentation. Some of the departments invites guest speakers from nearby colleges ,NIT , Rourkela and Universities .The extra mural talks are also organised by Arts and Commerce Departments .A number of reputed institutions related to MBA , MCA and Engineering subjects visit and carrier counselling. The teachers of the different departments also give seminar presentation related to their subjects and subjects related to ethics and moral values. Seminar presentation not only encourages the students before the gathering but also helps in the diffusion of knowledge among themselves .It also helps in exposing the inherent quality which further helps in their higher studies.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Inclusive growth through Academic excellence is the vision of the college. The college is situated in the tribal dominated District of Sundargarh, in the city of Rourkela. The College is imparting higher education in Arts, Science and commerce. The aim of the institution to produce the students with good academic record by which they can be able to earn and live in society after pursuing their studies .The college provides object oriented teaching to build their careers in the field of higher education and able to yield job prospects later on. The Institution excels in the field of games ,sports and NCC .Some of the students participate national and international level hockey tournaments and

earned good reputations by which they have been able to join in Govt. and Public sector organizations. The NCC is also another wing of the academic activity .Cadets participates in various state level and national levels events by which they are awarded with merit /participation certificates' which helps them to join different job openings and also helpful for their higher studies. The co-ordinated growth and disciplined academic atmosphere of the institution helps them to achieve their goal. So the socio economic growth of the students and society as a whole is achieved through academic excellence which is the broader objectives of education as a discipline .

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

The Institution has identified the following broader plan of action to be undertaken in the next academic session 2016-17. They are described below. 01. To augment the existing infrastructure by constructing more classrooms to accommodate the students. 02. To go for procurement of more laboratory equipment for the science laboratories. 03. Increase of seats at undergraduate level and opening of Post Graduate in Commerce , Political Science ,Hindi ,PMIR . 04. Improvement of overall sanitation by constructing more toilets. meaningfulness of the campus in order to maintain health and hygienic condition of the students and all stakeholders. 05. Procurement of more books by taking into the introduction of CBCS system and up-gradation of the library making a computer database of the books which have been assessed manually in the Accession register. 06. More and more teachers to be trained to handle the ICT enabled teaching method using power point LCD projectors. 07. Conduct of more seminars by inviting speakers from university ,national and state level. The practice of conducting internal seminars in the departments to be enhanced to encourage the students in their studies in all departments. 08. The campus placement cell to be activated by inviting prospective agencies from the field of commerce ,industries and banking sectors. 09. Parents and guardian meetings are to be conducted frequently to discuss about the academic activities of the students and to receive feed back from them. 10. To maintain financial transparency internal audit to be undertaken in every session. Overall academic audit /assessment to be made frequently as and when required with the Principal and Head of the Departments. 11. Examination system to made more transparent by installation of CCTV in all classrooms and examination hall.