



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
|-----------------------------------------------|-------------------------------------------------------------|
| Part A | |
| Data of the Institution | |
| 1. Name of the Institution | MUNICIPAL COLLEGE ,ROURKELA |
| Name of the head of the Institution | Mr. SARAT KUMAR PANIGRAHI |
| 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@gmail.com |
| Address | AT-UDIT NAGAR, P.O-UDIT NAGAR, DIST--SUNDARGARH, PIN-769012 |
| City/Town | ROURKELA |
| State/UT | Orissa |
| Pincode | 769012 |

| 2. Institutional Status | | | | | |
|---------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|-------------|
| Affiliated / Constituent | | Affiliated | | | |
| Type of Institution | | Co-education | | | |
| Location | | Urban | | | |
| Financial Status | | state | | | |
| Name of the IQAC co-ordinator/Director | | MR. BHASKAR CHOUDHURY | | | |
| Phone no/Alternate Phone no. | | 06612501838 | | | |
| Mobile no. | | 9437203273 | | | |
| Registered Email | | municipalcollegerkl@gmail.com | | | |
| Alternate Email | | pradhanparesh.1963@gmail.com | | | |
| 3. Website Address | | | | | |
| Web-link of the AQAR: (Previous Academic Year) | | https://www.municipalcollegerkl.com/download_files/aqar-2018-2019_to_be_uploaded_43.pdf | | | |
| 4. Whether Academic Calendar prepared during the year | | Yes | | | |
| if yes, whether it is uploaded in the institutional website: Weblink : | | https://www.municipalcollegerkl.com/download_files/academic-calender_2019-20_5.pdf | | | |
| 5. Accrediation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
| | | | | Period From | Period To |
| 1 | B | 2.44 | 2009 | 31-Dec-2009 | 30-Dec-2014 |
| 2 | B+ | 2.60 | 2016 | 02-Dec-2016 | 01-Dec-2021 |
| 6. Date of Establishment of IQAC | | | 02-May-2010 | | |
| 7. Internal Quality Assurance System | | | | | |
| Quality initiatives by IQAC during the year for promoting quality culture | | | | | |

| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
|---------------------------------------------------|------------------|---------------------------------------|
| Students Induction Programme | 08-Aug-2019 1 | 156 |
| Parent-Teacher meeting | 07-Sep-2019 1 | 85 |
| Celebration of Teacher's day | 05-Sep-2019 1 | 250 |
| Debate, essay writing, | 21-Sep-2019 1 | 65 |
| Quiz Contest (Written) | 23-Sep-2019 1 | 75 |
| Celebration of Gandhi Jayanti/Sashtri Jayanti | 02-Oct-2019 1 | 125 |
| Seminar Competition with Power point Presentation | 12-Feb-2020 1 | 35 |
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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 |
|--------------------------------|--------|----------------|-----------------------------|---------|
| Municipal College, Rourkela | IDP | World Bank | 2020 360 | 3000000 |
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

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 !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. IQAC of the college organized Blood Grouping Camp along with NSS wing of College. 2. The seminar Competitions were Organized among the students with Power point presentations. 3. Feedbacks were collected from the students for improvement of Quality Culture. 4. Cultural activities like Song, dance, Paintings, Rangoli Competitions were made to expose the quality of students. 5. Yuba Sanskar Program was organized to aware the students on anti Tabaco and anti drug drive.

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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 |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A proposal was given to Principal for purchase of CBCS books. | Some Text books and Reference books are purchased by the Library. |
| Separation old outdated books in Library | The old outdated books separated looking in to the introduction of CBCS syllabus. And binding of some rare books are made |
| Remedial Coaching classes are introduced for weaker section of Science, Arts, & Commerce students. | The different departments are advised to start remedial classes for weaker students. At least fifty students are selected from different honours and they come out with success in University examinations. |
| Practice of mentoring of students of Final semester students. | The students are divided in groups and teachers are assigned to help the students during COVID Pandemic period. A good number of students are trained to give the examination in Online mode. They are assigned as mentor for University examination to be held in COVID |
| Carrier Counselling of the students are made for higher study. | The different institute like RIMS, Chandigarh University, Centurian University, and different management institutions are visited College. The students are highly benefited and have taken admission in MBA, MCA, PG courses. |
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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:

No

17. Does the Institution have Management Information System ?

No

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 is affiliated Sambalpur university, Odisha , There is common minimum standard (CMS) issued by higher education Department ,Govt .of Odisha. The admission to new students is made through SAMS. The induction program is conducted for Fresher's. In this meeting rules & regulations of the institution are explained. The course structure of newly introduced CBCS syllabus is explained. The structure of semester system and credit points are briefed to the students. There is an academic council meeting held in the beginning of session with academic Bursar, Heads of department, Chaired by Principal. The previous year results are discussed and Shortcomings are found out. The mechanism is developed to correct limitations. The teachers are directed to prepare the plan & progress register are direction of higher education. The have to write briefly about their teaching inside the class. and at the end of every month the registers are to be signed by HOD of the concerned department and PRINCIPAL. The departments are advised to conduct monthly test and to revise their syllabus as per the CBCS pattern. Teachers advised to prepare PDF of selected chapters and shared among the students. Some of teachers use LCD projectors and Smart boards for their teaching. Looking into Covid-19 Pandemic situation Some classes are taken in Off line mode and some classes are taken in online mode. The teachers have taken classes through google meet app and Zoom App. Class Notes are provided to the students In PDF forms. so the institution follows a systematic & well planned curriculum delivery

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | 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 |
|------------------|-----------------------------------------------------------------------|-----------------------|
| BA | CBCS pattern of syllabus with fourteen DSC ,four DSE, AECC,SEC papers | 19/05/2016 |
| BSc | CBCS pattern of syllabus with fourteen DSC ,four DSE, AECC,SEC papers | 19/05/2016 |
| BCom | CBCS pattern of syllabus with fourteen DSC ,four DSE, AECC,SEC papers | 19/05/2016 |

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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 |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| BA | ENG(Hons) , ECO(Hons) , HIN(hons) , HIS(Hons) , Odia(Hons) , Pol.Sc(Hons) , AECC-I(ENV) , AECC-Ii(MIL, SEC-I, SEC-II | 19/05/2016 |
| BSc | PHY(Hons) , CHE(hons) , MATH(Hons) , BOT(Hons) , ZOOL(hons) , AECC-1(ENV) , AECC-II(MIL) , SEC-I, SEC-II | 19/05/2016 |
| BCom | ACCOUNTANCY (HONS) , AECC-1(ENV) , AECC-II(MIL) , SEC-I, , SEC-II | 19/05/2016 |

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 |
|----------------------------------------------|----------------------|-----------------------------|
| SCILAB programming for Physics Hons students | 05/08/2019 | 65 |
| C ,C programming | 19/08/2019 | 75 |
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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|-----------------------------------------------------------|
| Null | NA | 0 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |
| Alumni | No |
| Parents | No |

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

| |
|-------------------------------------------------------------------------------|
| Feedback Obtained |
| The College has won mechanism to collect feedback from the students and other |

stake holders. A feedback form is prepared by the IQAC of the College. It contains different items like Teachers quality, Examination system, Laboratories and practical facilities, Proctorial system, mentoring, Departmental seminars, Functions of NCC, NSS, YRC, Canteen, Sports, Games Cleanliness etc. A large number of students are participated in Feedback drive. The options Given to students are good, very good, average, and Excellent. The students have to put Tick marks in the box provided in the form. The results are analysed in a meeting along with senior teachers and Principal. The initiatives have been taken to improve the standards of poor remarks given by Students. The Parent -teacher meeting is made and Parents opinions are collected. The suggestions given by the parents are discussed with Principal and steps are taken to resolve the issues.

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 |
|-----------------------|---------------------------------------------------------------------|---------------------------|--------------------------------|-------------------|
| BA | Eng(ons), Eco(Hons), Hin(Hons), His(Hons), Odia(Hons). Pol.Sc(Hons) | 256 | 2798 | 235 |
| BSc | Phy(Hons), Che(Hons), Math(Hons), Bot(Hons), Zoology(Hons) | 256 | 1800 | 192 |
| BCom | Accountancy(Hons) | 256 | 2117 | 254 |
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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 |
|------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------|
| 2019 | 2140 | 6 | 26 | 3 | 29 |

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 |
|----------------------------|-------------------------------------------------|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 47 | 17 | 28 | 4 | 0 | 0 |
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is a common practice in municipal college Rourkela. Every teacher is allotted with a group of students of different honours. Each group is consisted of nearly 40 students. The mentors take care of the students. The students are advised to explain their difficulties to mentors regarding their academic matters, and other related problems. All HOD 's of departments ae head of mentoring committee. The HOD's and mentors sit together to discuss the problem raised by the students. The counselling's are made to students regarding Semester examination system, question pattern, and course structure. All related information regarding name of students, Contact numbers, e-mail ID, address etc are collected from SAMS data base. The student's attendance and Participation in Seminars are also examined from attendance Register. The shortage of attendance ae seriously viewed and warnings are given to students for poor attendance. If necessary, the information's are conveyed to their Parents for necessary action.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|------------------------------------------------|-----------------------------|-----------------------|
| 2140 | 26 | 1 : 82 |

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 | 26 | 15 | 4 | 0 |

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 |
|-------------------|---------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------|
| Nil | NIL | Nil | NIL |
| 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 |
|-------------------|----------------------------------------------------------------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------|
| BA | Eng(Hons) ,Eco(Hons) ,Hin(Hons) ,His(Hons) ,Odia(Hons) ,Pol.Sc(Hons) | 2020 | 07/10/2020 | 21/10/2020 |
| BSc | Phy(Hons) ,Che(Hons) ,Math(Hons) ,Bot(Hons) ,Zool(Hons) 2020 | 2020 | 07/10/2020 | 21/10/2020 |
| BCom | Accountancy(Hons) | 2020 | 07/10/2020 | 21/10/2020 |
| No file uploaded. | | | | |

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

interest of the students enrolled in various courses. With this objective, in the beginning of the session, a meeting is called by the Principal. Considering the introduction of CBCS syllabus. In this meeting, the results of the previous academic year are appraised and a plan for internal evaluation for the present year is chalked out. The academic council consists of ,HOD's of all departments ,Academic Bursars and Officer -In-charge of Examination .All departments are advised to conduct class test at the end of each month. Due to introduction of CBCS Syllabus, the midterm examinations are conducted. The marks awarded to the students are submitted to the University for publication of their CBCS results. The questions are prepared by each departments and the examination is conducted centrally. The progress of the students are reported and records of their performance are maintained in the registers. The valued answer scripts of class test 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 teachers. Due to Outbreak of COVID-19 Pandemic internal Examination was in ONLINE mode. The practical examinations are also held in ONLINE mode.

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

The department of Higher Education provides a Common minimum standard (CMS) for the session 2019-2020. The timeline for all academic activities are given in CMS. . The admission to new students are made through SAMS (Students' academic management system) a software developed by Higher education Department. The college reopens just after the summer vacation in the month of June. The semester classes are done as per the time table notified by academic section. The Calendar contains information about induction programme of newly admitted students, and the parent- teacher meeting. The examination schedule for class test and internal examinations are also given in Calendar. Every Department are asked to prepare the questions for the conduct of internal examinations. The Examination programme is given to students and The examination is conducted centrally for Arts, Science and Commerce Stream. The evaluation of answer Scripts are made by the subject teachers and marks provided to Examination section. The Practical examinations are conducted as per the guidelines provided by the University in presence of External and internal examiners. The answer scripts are evaluated and marks awarded are entered in LOKASEBA Portal of Sambalpur University. The end semester Examinations are conducted as per the Programme given by University. The Unvalued answer scripts are despatched to Valuation zones as per directions given by University. The final results are published by University in each semester examination.

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_2019-20_38.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students | Number of students passed | Pass Percentage |
|----------------|----------------|--------------------------|--------------------|---------------------------|-----------------|
|----------------|----------------|--------------------------|--------------------|---------------------------|-----------------|

| | | | appeared in the final year examination | in final year examination | |
|---------------------------|----|------------|----------------------------------------|---------------------------|--------|
| Sixth Semester 2020 | BA | Eng(Hons) | 16 | 16 | 100.00 |
| Sixth Semester-2020 | BA | Eco(Hons) | 13 | 13 | 100.00 |
| Sixth semester 2020 | BA | Hin(Hons) | 36 | 36 | 100.00 |
| Sixth semester-2020 | BA | His(Hons) | 13 | 13 | 100.00 |
| Sixth Semester-2020 | BA | Odia(Hons) | 30 | 30 | 100.00 |
| View File | | | | | |

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/student_satisfaction_survey-2019-2020_pdf_46.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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nill | Nill | Nill | 0 | 0 |
| No file uploaded. | | | | |

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 |
|---------------------------|-------------------|------|
| NIL | | |

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 |
|-------------------------|-----------------|-----------------|---------------|----------|
| NA | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | |

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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| NIL | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| NA | 0 |

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) |
|-------------------|------------|-----------------------|--------------------------------|
| Nil | NA | 0 | Nil |
| No file uploaded. | | | |

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 |
|-------------------|-----------------------|
| NIL | 0 |
| No file uploaded. | |

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 |
|--------------------|----------------|------------------|---------------------|----------------|-----------------------------------------------------------|---------------------------------------------|
| Nil | Nil | Nil | Nil | Nil | NA | 0 |
| 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 | NA |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Presented papers | 0 | 1 | 0 | 0 |
| Attended/Seminars/Workshops | 0 | 1 | 0 | 0 |
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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 | Number of students participated in such |
|-------------------------|----------------------------------------------|-----------------------------------------|-----------------------------------------|
|-------------------------|----------------------------------------------|-----------------------------------------|-----------------------------------------|

| | | activities | activities |
|--------------------------|-----------------------|------------|------------|
| Swachh Bharat | College Level/NCC | 2 | 65 |
| Road safety | College level/NCC | 2 | 45 |
| Vigilance Awareness week | College Level/NSS | 4 | 150 |
| Blood Grouping | College level/NSS/RGH | 4 | 85 |
| Cleanliness of Campus | College Level/NSS | 3 | 62 |
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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 |
|----------------------|-------------------|-----------------|------------------------------|
| NIL | Nil | Nil | 0 |
| No file uploaded. | | | |

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 |
|-----------------------------|---------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Yuba Sanskar | College Level/NSS | A seminar was organized With audio Visual Programme | 3 | 125 |
| Swachh Bharat | College level / NCC | NCC students Visited River Koel Bank and Plastic bags are cleaned . | 2 | 48 |
| Gender Neutrality Programme | College Level/NSS | A debate Competition was made on Gender equality among boys and Girls. | 4 | 35 |
| Aids awareness | College Level / NCC | Awareness among the people are made with poster and banners . | 2 | 45 |
| No file uploaded. | | | | |

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 |
|--------------------|-------------|------------------------------------|----------|
| Student exchange | 52 | Supported by Organizing Institutel | 1 |

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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 linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---------------------------------------------------------------------------------|---------------|-------------|-------------|
| NIL | Nil | Nil | 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 |
|-------------------|--------------------|--------------------|-----------------------------------------------------|
| NIL | 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 |
|--------------------------------------------------|------------------------------------------------|
| 13.89 | 8.5 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--------------------------------|-------------------------|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Nil |
| Classrooms with LCD facilities | Existing |
| Others | Existing |
| View File | |

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 |
|---------------------------|-------------------------------------------|---------|--------------------|
| NA | Nil | Nil | 2023 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|-----|-------------|-------|-------|-------|
| Text Books | 15250 | Nil | 55 | 22636 | 15305 | 22636 |

| | | | | | | |
|-------------------|------|-----|----|-------|------|-------|
| Reference Books | 6650 | Nil | 58 | 22000 | 6708 | 22000 |
| Journals | 8 | Nil | 0 | 0 | 8 | 0 |
| 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 |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| NA | Nil | Nil | 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 | 44 | 2 | 8 | 8 | 0 | 10 | 8 | 30 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 44 | 2 | 8 | 8 | 0 | 10 | 8 | 30 | 0 |

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

| |
|---------------|
| 30 MBPS/ GBPS |
|---------------|

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 |
|--------------------------------------------|------------------------------------------------------------------------|
| NA | 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 |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|
| 4.3 | 2.45 | 2.5 | 1.2 |

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)

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| https://www.municipalcollegerkl.com/download_files/procedure_pdf_14.pdf https://www.municipalcollegerkl.com/download_files/procedure_pdf_14.pdf |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 | Poor Boys fund | 4 | 12000 |
| Financial Support from Other Sources | | | |
| a) National | Merit Scholarship | 25 | 125000 |
| b) International | 0 | 0 | 0 |
| View File | | | |

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 implementation | Number of students enrolled | Agencies involved |
|-------------------------------------------|------------------------|-----------------------------|---------------------------------------------------------------|
| Scilab programming | 08/07/2019 | 65 | Department of Physics |
| C -Programming | 09/09/2019 | 95 | Department of Physics and Mathematics |
| Mentoring | 10/09/2019 | 705 | All teachers of Different Departments for first year students |
| Personal Counselling | 20/08/2019 | 150 | All Faculty members of different departments |
| 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 competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|----------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|---------------------------|
| 2020 | Career Cancellation by different institutions and Universities | 0 | 20 | Nil | Nil |
| 2020 | Competitive examinations | 35 | 0 | 25 | 20 |
| 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 |
|---------------------------|--------------------------------|---------------------------------------------|
| | | |

| | | |
|---|---|---|
| 0 | 0 | 0 |
|---|---|---|

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 |
|-------------------|----------------------------------------------------|--------------------------|---------------------------|------------------------------------------------------------------------------------------------|-------------------------------|
| 2020 | 10 | Zool (Hons) | Zoology | Chandigarh University, O UAT Bhubaneswar, Sambalpur University, Trident academy, IMIT Cuttack, | P.G, MBA, B.Ed |
| 2020 | 7 | Botany (Hons) | Botany | Fakir Mohan University, Govt (Auto) College, Berhampur University, | P.G, Biotech, M.C.A |
| 2020 | 6 | Phy (Hons) | Physics | Govt. college, S.U | P.G, B.Ed |
| 2020 | 27 | Commerce (Hons) | Commerce | Utkal university, Sambalpur University, | P.G, MBA, CA, CMA, LLB |
| 2020 | 4 | Chemistry (Hons) | Chemistry | S.U, Govt. College | P.G, .B.Ed |
| 2020 | 1 | Pol.Sc (Hons) | Pol.sc | Govt. College | P.G |
| 2020 | 2 | Odia (Hons) | Odia | Govt. College | P.G |
| No file uploaded. | | | | | |

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 |
|-------------------|-----------------------------------------|
| CAT | 17 |
| Any Other | 25 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|
| Hockey(Men and Women) | Inter College, Level | 150 |
| Judo (Men and Women) | Inter College,Level | 6 |
| Boxing (Men and women) | Inter College Level | 6 |
| Annual sports | College Level | 450 |
| Cultural activities(Drama,Teachers day,Viswakarma Puja,Saraswati Puja>Welcome to Freshers, Farewell to seniors,) | CollegeLevel | 2172 |
| Competitions(Jhoti,ron goli,Song,Dance,Poster,Power point presentation,Debate,Dialogue,Bride Groom,Etc) | College Level) | 290 |
| View File | | |

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 |
|-------------------------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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, Assistant 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 allied bodies holds meeting with elected candidates on overall student's issues including academic and administrative problems of the institution. They have taken active participation in maintenance of Discipline inside Campus. Members of student's council helps to Restore Ragging inside Campus. Different competitions like Debate, Essay Cultural activities are organized for the academic as well as extracurricular excellence of the students. The students of the college actively take part in the cultural programmes like Drama, songs and music competitions held at different times and different levels. The student's 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, Kho-Kho , Kabaddi . The student council organizes the Blood Donation Camp, and other social activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

87

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Blood donation Camp in Collaboration with Rourkela Govt,Hospital

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)

ADMINISTRATIVE MANAGEMENT---- Principal is the head of the institution and he has to look into all administrative activities of the college. Major administrative activities are decided by Governing body and Principal. In the beginning of the session extra-curricular activities are divided among the staff members. There is Administrative Bursar, Accounts Bursar, Academic Bursar, Examination in charge and different Committee members for smooth discharge of extracurricular activities. The administrative problems are solved by administrative Bursar in Consultation with Principal. The academic Bursar Prepare Budget of session for financial management in Consultation with Principal. The account Bursar looks after the account section and cash section. The Academic Bursar plays key role in the management of academic activities. The time table in-charge has to prepare the time table for different semester examinations and submitted to Principal for notification. The examination is one of the major component of academic management. The internal examinations, Test examination, annual examination, University examinations are conducted by Examination cell. 2. PARTICIPATIVE MANAGEMENT--There are many Committees to manage the different activities in the college. The committees like Student's welfare committee, anti-ragging cell, Anti sexual harassment cell, Grievance Redressed cell, Discipline Committee, Social audit and monitoring cell, Performance tracking and feedback Cell. .The academic council is Consisted of all HOD's of concerned Departments, academic Bursar and Principal sit together to discuss the University results and to sort out problems in academic excellence. The development committee Budget committee, Purchase Committee Consist of senior teachers. They look in to the development and Purchase related problems The science society, Arts Society, and Commerce Society conduct seminars and other departmental activities. The sports and games are important achievements of the college. It is managed by PET and teachers in charge of sports. The NSS activities are performed by NSS -in-Charge and Teachers. There Discipline of the College is maintained by Teachers divided into two groups for morning and afternoon session. so administrative achievements are obtained by Decentralization of power

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 |
|---------------|---------|
|---------------|---------|

| | |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Curriculum Development</p> | <p>Municipal College, Rourkela is affiliated to Sambalpur University. The college strictly follows the Syllabus Provided the University. In the session 2019-2020, the Semester method of syllabus with CBCS pattern is followed. The academic enrichment programs are conducted for the Students. The class test is conducted in every month. The internal Examinations are conducted for each semester examinations The question banks are prepared and provided to students The results of class test are recorded by the departments and the drawbacks are explained to the students.</p> |
| <p>Teaching and Learning</p> | <p>Teaching and Learning is one of the major aspect of academic activity. The college follows the academic calendar provided by Higher Education Department, Govt of Odisha. Besides every department has won plan to complete the syllabus. Teachers have to prepare their Plan and Progress Register which is verified by the Principal at end of every month. The suggestions are made for their progress in teaching. The class test, monthly test, and interactive sessions are conducted for doubt clearance of the students. The practical classes are held regularly and verified by the class teachers Internal seminars are conducted in selected topics from their Syllabus and question answer sessions are followed.</p> |
| <p>Examination and Evaluation</p> | <p>There is an Examination section for conduct of University and internal examinations. The teachers are given extracurricular activities as examination In Charge. The Program for semester Examinations are notified by the University. The examinations are conducted in the College under surveillance of CCTV with smooth and peaceful manner. The answer Scripts are dispatched to Valuation Zone decided by University. Besides the University Examinations, College conducts internal examinations which are evaluated by class teachers and marks are uploaded in LOKASEBA portal of Sambalpur University. The practical Examinations are Conducted by the External and internal examiners appointed by the University and practical marks are also uploaded in LOKASEBA portal of</p> |

Sambalpur University for Publication of Results.

Research and Development

NIL

Library, ICT and Physical Infrastructure / Instrumentation

Library is a Learning Resource for academic excellence. The college Library has nearly 15000 thousand books and 6000 reference books. There are few Journals and magazines for reading room. Every honours student can issue three books for their study. Some of the departments have departmental library and the students can use the books. The ICT facilities are limited for the students as well as teachers. The students are advised to use Mobile phones with internet facilities for their study. The study materials are collected from the teachers in Pen drive and if PDF form using WhatsApp groupgs.

Human Resource Management

Looking in to need of change in syllabus and modernization of education, the refresher course /orientation Program plays a vital role. The teachers are advised to join in Refresher course /Orientation program to coup with modern method of teaching and Learning. Some advance books are purchased for library as per the requirement of teachers. Sometime Seminars are conducted by inviting speakers from University and NIIT for academic enrichment programme.

Admission of Students

Admissions to the new students are made by a Portal developed by Department of Higher Education Govt.of Odisha called Student Academic Management System(SAMS). After publication of results of Higher Secondary Education, the notifications ae made in Newspapers, Television and SAMS Portal. The students have to apply ONLINE by creating their Log in -ID and password. The selections are made in merit basis with requisite reservations to SC/ST/ PWD. The students have to apply different College as per their choice in Honors subjects.. The list of selected Candidates is published in SAMS portal for a particular college and admissions are made in college after verification of all original documents.

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

E-governace area

Details

| | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Planning and Development</p> | <p>Planning and development has important role in e-governance. The plans and Policies are made in advance by discussion with Governing Body of the College. In academic planning for reopening of new stream, new subjects and renewal of subjects are made in HPC portal developed by Higher Education Department. The infrastructural development works are after prior approval of President G.B .The annual Budget is made by account Bursar and approves by Principal and G.B. for expenditure towards Development of the College.</p> |
| <p>Administration</p> | <p>The administrative works are done through e-mails, WhatsApp and HRMS portal of higher Education Department. The important letters issued to college by Directorate of higher education through e-mails and e-despatch. All Correspondence are made with Director of higher Education, Regional Director of Higher Education and University through e-mails. The information's ae obtained through WhatsApp in Mobile phones. The Human resource management System (HRMS) developed Higher education is used to manage biodata of staff members, Leave account, and personal information's. This portal is used to maintain the personal appraisal report of employee and report of the PAR to higher authorities for necessary action at their end. The Biometric attendance of teachers are taken to regulate their presence in the institution. As per the order of Higher Education department teachers have to remain present 7 hours daily which is managed by Biometric attendance.</p> |
| <p>Finance and Accounts</p> | <p>The college Financial management is made by CAPA, which is a software developed by Finance Department Govt. of Odisha. The drawing and disbursals of the salary of staff members are made through Treasury portal called IFMS (integrated financial Management system). The all financial transactions like income, Expenditure, collection of fees, advances are managed in CAPA.(College Accounting Procedure Automation).The pension and gratuity of staff members are controlled by HRMS and IFMS.</p> |
| <p>Student Admission and Support</p> | <p>The admission of new students is made through Student Academic Management</p> |

system (SAMS) .It is a portal developed by Higher Education Department .The advertisements are for new admissions after publications of Higher secondary school results. The students have to apply in Online mode with all academic records and the choices are given for different Colleges. The selections are according to their merit and Names are provided to the selected College in this Portal. The admissions are made at selected College after verification of all original certificates. There LOKASEBA ADHIKAR portal IS developed by SAMBALPUR UNIVERSITY for management of admitted students of a College. The enrolment of the students made in this portal with all necessary documents. The subjects allotted to students are recorded in this portal and students can access this portal using their Log-in Id and Pass word . The University Roll numbers, CNR, Entry of Internal and Practical marks are recorded in this portal for use of University and College.

Examination

Municipal College, Rourkela is affiliated to Sambalpur University. The examinations are conducted in Offline mode. The Program for university Examinations are published and informed to Colleges through e-mails. The Question papers are also given to College much before the examination schedule. The examinations are conducted in CCTV surveillance. After Completion of examination all answer scripts are despatched to valuation Zone which are decided by University. The internal Examinations ae conducted in the College and papers are evaluated in the college. The practical examinations conducted in presence of External examiners and internal examiners appointed by the University. The Practical marks and internal marks are uploaded in LOKASEBA portal for use of university. All the form fill- up for university Examinations are made in Online mode in LOKASEBA portal. The Subject and papers are reflected in CNR. The Registration numbers ae also provided in the same LOKASEBA 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 |
|-------------------|-----------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------|
| Nill | Nill | 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) |
|-------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|------------|-----------------------------------------|---------------------------------------------|
| 2020 | Computer training Proramme to use Google meet app and Zoom App for teaching to students | NIL | 20/03/2020 | 21/03/2020 | 24 | Nill |
| 2020 | Computer training for ONLINE valuation | NIL | 06/04/2020 | 06/04/2020 | 20 | Nill |
| No file uploaded. | | | | | | |

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 |
|-------------------------------------------------|---------------------------------|-----------|---------|----------|
| Nill | 0 | Nill | Nill | Nill |
| No file uploaded. | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 4 | 4 | 0 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| NIL | The academic fees of children of non teaching staff is waived out by the management of the | There is a student aid fund for poor students reading in the college. |

college.

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 Fully aided Non-Govt College of the State. The Financial Audit of the college is done every year by Local Fund Audit, a wing of Finance Department, Govt of Odisha. The have to check the 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 own source. In case of Govt grant the role of Audit is limited. The Audit has find out whether, Funds are utilized during the financial year and surplus if any refunded to Govt. at the end of Financial year. In the matter of funds generated by the college from 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 Daily collection Book, and amount collected is reflected in cash Book. On the expenditure side, the audit verifies whether the expenditures are done in accordance with OGFR. In case of purchase below 15000/- there is no quotation is required. In case of expenditure exceeding 15000/- the audit verifies whether such procedures as quotation call is done by proper notification, opening of quotation by the purchase committee, awarding the purchase order to the party quoting the lowest order, certificate of good quality, by the competent authority and stock entry is done.

INTERNAL FINANCIAL AUDIT---So far as internal financial audit is concerned, the principal appoints The Account Bursar, who ensures that the income and expenditures are done in accordance with the Govt. rules. In his capacity the account Bursar checks the cash Book, Daily Collection Register, Money receipts and ensures the figures of money receipts enter the daily Collection Book and amount is exactly mentioned in the cash Book. Further, Account Bursar checks the stock register, Ledger and demand register to ensure the 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 |
|----------------------------------------------------------|-------------------------------|---------|
| 00 | 0 | NA |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

80000

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 | Director Higher Education, Regional Director Higher Education, Principal | Yes | Principal, Academic Bursar and HODs of Departments |
| Administrative | Yes | Director of higher education, | Yes | Principal, Administrative Bursar |

Regional
director Of
Higher
Education
,Principal

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

1. As per the instruction given by Higher Education Parent Teachers Meeting held on 07/09/2019 for newly admitted students. The enquiry from the parents are sought regarding the difficulties faced by their children in their admission process. 2.The Rules and regulations of the college are explained to the parents .The under taking in anti ragging form are Collected. 3.The Parents are advised by senior teachers to take care of the children of the study.

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

1.The Seminars and extramural lectures are arranged by inviting speakers from near by college and NIT. 2. The teachers are encourage to participate in Refresher course and orientation course. 3. The Computer training Program for online evaluation and ,preparation of PAR in online mode in the HRMS portal .

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

1.The steps are taken for construction academic building in World bank project . 2. The initiative are made to increase Library infrastructure . 3.The steps are taken for construction and completion SC/ST girls hostel.

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 |
|------|------------------------------------------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2019 | Conduct De bate, Song, Da nce Competitions Related to Independence day | 14/08/2019 | 13/08/2019 | 14/08/2019 | 54 |
| 2019 | Teachers Day | 05/09/2019 | 05/09/2019 | 05/09/2019 | 105 |
| 2019 | National Integration Day | 31/10/2019 | 31/10/2019 | 31/10/2019 | 102 |
| 2019 | National Constitution Day | 26/11/2019 | 26/11/2019 | 26/11/2019 | 152 |
| 2020 | Seminar, Competitions with Power point | 10/01/2020 | 10/01/2020 | 10/01/2020 | 35 |

| | and disadvantages | contribute to local community | | | | | |
|-------------------|-------------------|-------------------------------|------------|---|---------------------------------------------|-----------------------------------------------------------------------------------------|-----|
| 2019 | 1 | Nil | 01/12/2019 | 1 | Celebration of National Aids Day | Rally is made by NCC students with Posters and Banners regarding issues related to AIDS | 54 |
| 2019 | 1 | Nil | 20/12/2019 | 1 | Anti drug anti Tobacco rally | Rally with posters and banners made on road | 65 |
| 2020 | 1 | Nil | 08/01/2020 | 1 | Gender Discrimination -a Challenge | Debate Competition among the students | 95 |
| 2020 | 1 | Nil | 27/01/2020 | 1 | Child Labour -a curse to developing Society | Debate among the students | 105 |
| 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) |
|------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College Calendar | Nil | The College calendar is a hand book which gives the complete information about the mission and vision of the college. It gives the information on the genesis of Municipal College, Rourkela. It gives information about staffs and extra-curricular duties assigned to teachers. It contains information about semester examinations and credit point distributions. The rules and regulations are clearly written for all stakeholders. The rules |

for issue of library books, NCC, NSS, YRC and their activities are written in College Magazine. It gives complete information about Sports and Cultural activities to be conducted in a particular session. It gives information about Scout and Guide, Women's Grievance cell, Anti ragging cell, Carrier Counselling Cell, Placement Cell.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------------------------------------------------|---------------|-------------|------------------------|
| Shreepanchami | 30/01/2020 | 30/01/2020 | 210 |
| Panchayat Raj Divas | 05/03/2020 | 05/03/2020 | 150 |
| Celebration of Independence Day | 15/08/2019 | 15/08/2019 | 255 |
| Teachers day | 05/09/2019 | 05/09/2019 | 205 |
| Yuba sanskar | 14/11/2019 | 14/11/2019 | 115 |
| Gandhi jayanti | 02/10/2019 | 02/10/2019 | 185 |
| Ganesh puja | 02/09/2019 | 02/09/2019 | 225 |
| Netaji Subas Bose Jayanti/Vir Surendra sai Jayanti | 23/01/2020 | 23/01/2020 | 150 |
| Republic day | 26/01/2020 | 26/01/2020 | 185 |
| No file uploaded. | | | |

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

1.Campus Cleanliness regularly made with Sweepers and sanitization of toilets made with Phenyl and Bleaching powder. 2.Dust Bins are provided at major points and Students are warned to put torn papers and Plastics inside the Bins. 3.The spitting and chewing of Tobacco are seriously viewed by staff members. 4.Plantation in Garden is made by NSS volunteers to make eco friendly. 5. The use of Mobile phones are restricted inside class rooms and in building to make noise and radiation free Campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1 1.TITLE OF THE PRACTICE---To create and sustain an atmosphere of academic excellence. 2.OBJECTIVE OF THE PRACTICE----The College is a temple of Learning. The students have come from different places to cherish their goal. So a peaceful atmosphere with disciplined life is very important for academic excellence. 3.THE CONTEXT--The steps are taken to make the teaching and learning simpler .and easier. The teachers play the key role in this regard.

The teachers prepare their lesson plan and progress to teach the students. The finish their syllabus in time. 4.THE PRACTICE -The practice of institution is to maintain a friendly atmosphere between students and teachers. The question banks are provided to the students looking in to the need of examinations. The class tests are regularly taken and drawbacks are discussed inside the class.

The interactive method of teaching is followed in the class. 5.EVIDENCE OF SUCCESS---Our pass percentage is University examinations is very excellent.

Some of our students secured positions in the Merit list. 6.PROBLEMS ENCOUNTERED---The senior teachers are retired in every year, but vacancy is not filled up in regular basis. The finance is another constraint for development of the college. 7.RESOURCE REQUIRED--- The vacancy position to be filled up by Govt .and Infrastructure to be improved for better performance of the students. The hostels to be built up for boy's and girl's. BEST PRACTICE-II 1.TITLE O THE

PRACTICE---Organization of YubaSanskar Programme is a best practice.

2.OBJECTIVE OF PRACTICE--- Now a day the moral values and discipline in human life is declined due to increase in use of Tobacco and Drugs. So different Programmes are arranged in the college, to sensitize the students on abuses of tobacco and Drugs. 3.THE CONTEXT----This Progamme is initiated by department of Higher education. The seminars and debate competitions are conducted among the students on moral and ethical values. The awareness programmes are conducted on YUBASANSKAR. 4. THE PACTICE---The teachers are assigned with extracurricular duties to conduct such programmes. The Audio and Video programmes are arranged regularly for Arts/Science/Commerce students separately. The debate Competitions are conducted among the students. The NCC students make march past with Posters and banners to aware the people. The NSS students perform different anti-Tobacco and anti-drug drive Progammes to explain the demerits of the use of such materials. 5.EVIDENCE OF SUCCESS--- The Students are used to hate the Tobacco i.e Gutka inside Campus.The campus become clean . 6. PROBLEM ENCOUNTERED---There is no Smart class rooms to organize the programme and to sensitize the students regularly. 7. RESOURCE REQUIRED---- The Smart class rooms With LCD projectors ae required to conduct the audio and video Programmes .The finance is one of the constraint to invite the speakers .

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

1. VISION--Teaching and Learning is a vision of the institution to empower the students educationally advance and economically stable. 2.PRIORITY---Municipal college, Rourkela is situated in Tribal dominated district of Sundargargh,Odisha. The people are educationally backward and economically poor.The students are coming from village area where parents are uneducated .so the aim the College to educate the students and to provide Job opportunities by which their Financial conditions can be improved. 3.THRUST-- The students are coming from remote area where Communication is very poor.The College has no any Hostel Facility. The Steps are taken for Construction of Girls hostel .

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The College has choked out the following plans for the session-2020-2021. 1. The IQAC to be restructured and to activate with the new members. 2.The steps to be taken to apply NAAC for reaccreditation of Third cycle. 3.The agency to be

requested to complete the Construction of boundary wall of the college Campus. 4.The repairing work of the class rooms and Laboratories are to be made for Safety of the old building. 5. The repairing of benches and desks to be made inside class room. The proposals to be given to Construct the SAMS room. 6. The playground behind the main building to levelled for the interest of Games and sports. 7.The fresh proposals to be given for reopening of new subjects like Sociology and Education Honours in Degree level. 8.But due to outbreak of COVID-19 Pandemic the students are directed to follow the rule of Govt. and to use face mask with hand Sanitizer. While coming inside class room. The Social distancing to be maintained inside class room. 9. The College plans to face the different challenges of COVID-19 during the conduct of examinations and evaluation of answer scripts. 10. The college has own planning to Conduct ONLINE classes to taken in future. So every steps are taken to coup up with unwanted situations due to outbreak of Pandemic.