

**RAYAGADA AUTONOMOUS COLLEGE; RAYAGADA; ODISHA The Annual
Quality Assurance Report (AQAR) of the IQAC
FOR THE SESSION 2014-15**

Part – A

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) ORCOGN13458

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.10	2007	5YEAR
2	2 nd Cycle	B	2.8	2015	5YEAR
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 AQAR for the year (*for example 2010-11*)

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2012-13 submitted to NAAC on 17/09/2014 (DD/MM/YYYY)4
- ii. AQAR 2013-14 submitted to NAAC on 17/09/2014 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

BERHAMPUR UNIVERSITY

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Drinking water facility with cooler and purifier for students and staff.
2. Renovation of toilet.
3. Parent- teacher interaction by departments.
4. Engagement of teaching and non-teaching staff and guest faculty.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1 Revival of cooperative store	Achieved
2. establishment of canteen	Steps taken
3. wi-fi installation	Achieved
4. NCC as an elective subject	Achieved
5. Cycle-Stand	In process
6. Library building	Achieved

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. Resolve to start a canteen
2. resolve to put a cyclestand in place.
3. 20 no. Of staff engaged.
4. Drinking water facility installed.
5. funds 67.68 Lac deposited with the govt. Agency for building work.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03	NCC added as elective subject	00	Language orientation and communicative skill into language lab.
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				Defence training for girls

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The teaching departments are given freedom to change their syllabi to the extent of 20% approved by "Board of studies "of concerned departments. Changes have been effected by the departments concerned.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NCC is introduced as elective subject.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	44	33	11	-	-

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	6	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	1	2-4
Presented papers	-		2
Resource Persons	-		

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Innovative process adopted by the institution in teaching and learning.

1. Submission of project report as a part of curriculum by the students of Physics and English.
2. Use of Audio-visual system/ document visualiser and LCD projector.
3. Computer based Language skill development in the Language Laboratory.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by

Coding of answer scripts

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

44		
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2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Final	240	55%	40%	40.83%	0.02%	82.92%
B.Sc Final	124	79.84%	75%	0.09%	0.02%	85.48%
B.Com Final	228	40.79%	36.4%	37.72%	0.004%	74.56%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Principal, as the chairman of IQAC evaluates the teaching and learning process as per the road map designed by IQAC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	NIL
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	NIL
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	-	01	-
Technical Staff	04	-	02	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Submission A project report my student of English/Physic.
Support is given to the teachers for research work.
Study Tour: Industrial & scientific, historical places as conducted.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	02

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number					02
Sponsoring agencies					- JK Paper Mill. -Management

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level Nil State level Nil

National level Nil International level

3.22 No. of students participated in NCC events:

University level Nil State level 20

National level 02 International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil

National level Nil International level Nil

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Self defence programme for girls.
- Swatch Bharat Abhiyan.
- Plantation by students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.08	-	-	4-08
Class rooms	21	6	State Govt and Management	27
Laboratories	06	06	State Govt.	12
Seminar Halls	02	-	-	02
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.	-	01	Management	-
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Management has approved for the computerisation of office and library.

Admissions of students are done on-line.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35767		263	64,879	36030	-
Reference Books	1694		05	1440	1698	-
e-Books	-	-	-	-	-	-
Journals						
e-Journals	-	-	-	-	-	-
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	03	05	Wifi Campus	03	02	13	-
Added	02	-	-		-	-	-	-
Total	66	03	05	-	03	02	13	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access is given to all students through Wi-fi.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.40
ii) Campus Infrastructure and facilities	9.85
iii) Equipments	1,00,000
iv) Others	3.00
Total :	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC interacts with the Prof. In charge of Library and Hostel Superintendent for improving the support service. Hostel superintendent holds meeting with the borders from time to time.

5.2 Efforts made by the institution for tracking the progression

Progress of the students is tracked on regular basis from their performance in their internal assessment and semester examination.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
832	42 6	39 1	176	02	1825						

Demand ratio 3:1

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Students are given coaching for more than 130 hrs in the language laboratory b hired resource persons.

No. of students beneficiaries

180

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Students have been counselled and guided about career opportunities . They have been informed from time to time regarding campus selections and placement opportunities off campus.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	14	5	-

5.8 Details of gender sensitization programmes

Self defence training for college girls by trainers of Utkal Karate School.
Girls unit of NCC conduct gender sensitization programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	852	45,00,000
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _

*Toilet and drinking water facility

* Appointment of teacher and non teacher staffs about 20 nos.

*Wi-Fi facility

*Dedicated transformer for college & hostel.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

- To develop the college into an excellent seat of Higher Education in the Southern and backward part of the state of Odisha.
- To foster wholesome growth in the stakeholders; academic, spiritual and moral.
- To free the vast majority of the students from the shackles of their backwardness and guide them along the mainstream education.
- To infuse the spirit of nation building and social responsibility in the students.
- To launch Post-Graduation studies in some subjects to facilitate the poor and meritorious backward students to avail themselves of higher education at affordable means.
- To equip the learners to update their knowledge and skills as per market needs so as to make them employable in the competitive global situation.

MISSION STATEMENTS:

- The College shall reinforce greater momentum to maintain pace with the changing global scenario in higher education.
- The College shall maintain a healthy balance between the academic and co-curricular activities on the campus by augmenting its human resources.
- The college shall continue with its endeavour to provide suitable platform and exposure to curb the backwardness of the stakeholders.
- The college shall strive to strengthen the democratic and secular values among the students.

6.2 Does the Institution has a management Information System

Yes. Management information is disseminated to the stake holder through the college website, calendar and notice displayed on the notice boards.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. Introduce topic of relevance every year by Board of studies.
2. Seminars are organised by department.
3. Students and faculty present papers.

6.3.2 Teaching and Learning

1. Use of LCD projectors and visualises for teaching.
2. Classes are taken in language laboratory for development of language skill.
3. Supply of newspapers, journals and magazine.

6.3.3 Examination and Evaluation

1. Conduct of examinations are quite transparent.
2. Question setting and evaluation of scripts are done by external examiners totally.
3. Coding of semester answer scripts done.
4. Timely conduct of examination and publication of result.

6.3.4 Research and Development

Teachers are encouraged and all co-operation is given by administration for research activity.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. New books are added every year.
2. Computers with internet facility is given to the library.
3. Funds to the tune of Rs 35 lakhs is deposited with the executing agency for new library building.
4. A sum of Rs 11 lakhs is deposited for construction of reading room.
5. Wi-Fi campus.
6. Required number of computers are acquired.

6.3.6 Human Resource Management

In addition to routine classes, the teachers engage themselves in other curricular and extracurricular activities.

6.3.7 Faculty and Staff recruitment

- 12 nos. Of Asst-Professor, one administrative staff.
- 2 nos. Of technical staffs are recruited.

6.3.8 Industry Interaction / Collaboration

1. J.K. paper mills, UAIL and Vedanta Refinery have conducted campus requirement.
2. The research institute of J.K.Paper mills has extended facilities for research works of a faculty for pursuing him D,SC degree.
3. Industrial study tours are conducted to J.K.Paper Mills, IMFA and Vedanta Alumina Pvt. Ltd.
4. The local industries extended financial help for student programme.
5. Representatives of the industries are in GB and IQAC

6.3.9 Admission of Students

Admission through e-admission which is transparent and student friendly.

6.4 Welfare schemes for

Teaching	
Non teaching	Festival advance to the non-teaching staff by the management.
Students	<ol style="list-style-type: none">1. Financial assistance by SAF2. Stipend to SC/ST students by Government.3. Merit scholarship by Government.4. Distribution of Laptop to meritorious students by the Government.5. Scholarship to PWD students.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Academic Bursar & Principal.
Administrative	-	-	Yes	Administrative bursar & Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. Gate checking and internal squared.
2. Coding of answer scripts.
3. Semester pattern continues.
4. Question setting and evaluation done by external examiners.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Necessary Co-operation is extended for promoting autonomy.

6.11 Activities and support from the Alumni Association

Alumni association provides feedback and Co-operation in the activities of the college.

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher meeting is conducted in departments. Parents interact with principal at different occasion.

6.13 Development programmes for support staff

Members are allowed to undergo training as required by government from time to time under e-governance.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Plantation is done.
2. Cleaning of campus is done regularly through Swatch Bharat Abhiyan.
3. Local municipality staff cleans the campus on occasions.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Teaching through audio-visual aids.
2. Teaching through communicable Technology.
3. Self defence training for girls.
4. Squad system for checking ragging in the campus.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Course completion in scheduled time
2. Holding of examination and publication of results as per academic calendar.
3. Programmes under extension services and support services are accomplished in time.
4. Infrastructure development achieved as per plan.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Transparency in Exam.
2. Teacher-Pupil-Community relationship.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. Environmental studies is made compulsory for all the student.
2. Observation of Banamohastav.
3. Plantation done in campus.
4. Participation of teachers and students in Swatch Bharat Abhiyan.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. The college was re-accredited (2nd cycle) by NACC and awarded "B" grade.
2. Students' enrolment increased rapidly and the administration is the best to cope with the problems.

8. Plans of institution for next year

1. To provide smart boards to some of the department.
2. To hold "National Seminar"
3. To digitise the library.
4. To situate a canteen.
5. To construct a cycle stand.

Name S. N. Tripathy

Signature of the Coordinator, IQAC

Name Dr. P. C. Mishra

Signature of the Chairman, IQAC