YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	MUNICIPAL COLLEGE ROURKELA
• Name of the Head of the institution	DR SANATAN PADHAN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06612501838
• Mobile No:	9437245600
• Registered e-mail	municipalcollegerkl@gmail.com
• Alternate e-mail	
• Address	MUNICIPAL COLLEGE,ROURKELA
• City/Town	ROURKELA
• State/UT	ODISHA
• Pin Code	769012
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated college
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Sambalpur University**
• Name of the IQAC Coordinator	**Smt.Bijayalaxmi Deo**
• Phone No.	**06612501838**
• Alternate phone No.	**8328987316**
• Mobile	
• IQAC e-mail address	**municipalcollegerkl@gmail.com**
• Alternate e-mail address	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.municipalcollegerkl.com/aqar/aqar_2022-23_10.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.municipalcollegerkl.com/download_files/academic_calendar_2023-24_96.pdf

5.Accreditation Details

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

6.Date of Establishment of IQAC	**02/05/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional Development Fund	**IDP**	**Higher Education ,Odisha**	**2019-2025**	**8.4**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	03	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Replacement of old and torn books from library . 2.Function of e-library and reading room ,funded by govt of odisha under 5T project.under supervision of IQAC . 3. Function of new academic building with 12 additional class rooms and laboratories. 4.Construction of 32 seated computer laboratory with computers and brought into working conditon for use of students. 5. Establishment of another computer laboratory with 14 computers for physics practicals under 5T project,Govt of Odisha . 6.Operation of smart class rooms are made under supervision of IQAC. 7.There are 20 number of smart boards are provided by Gvt.of Odisha to Municipal College during 2023-2024.The training programme are conducted by IQAC to train the teachers on use of smart boards. 8.Modernisation physics,chemistry,botany and Zoology laboratories are made made by Govt.of Odisha Under 5T project Which are supervised by IQAC . 9.There is construction Of Girls toilets in First floor of college out of5T project which was long demand of students and proposed by IQAC. 10.IQAC of college has encouraged the students and teachers to conduct seminars by use of smart boards provided in class rooms.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Modernisation of old library.	Replacement of old books and separation unused books are made with help of faculty members and IQAC members.
2. Operation of new academic building	A new academic building with 12 number o class rooms , laboratories, e-library ,computer laboratories are constructed under IDP project.All are brought in to operational condition during the session.
3.Training on use of smart boards	Teachers are trained to use the smart boards and take their classes.
4.Seminar and workshops	A number of seminars are organised by students and teachers of different departments with the use of smart boards.
5. installation of computers in computer laboratory.	Newly purchased computers are installed in computer laboratory.
6 operation of e- library and Reading room.	The e-library is brought into operational condition with books and magazines.
7. conduct of outreach programmes.	Yoga class, Anti drug addiction rally,voter awareness programme, etc are organised with NCC and NSS wing of the college.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Principal and academic council meeting	**26/04/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	**Nil**

15.Multidisciplinary / interdisciplinary

Municipal College, Rourkela is Affiliated to Sambalpur University. The Higher Education Department Govt. of Odessa has notified to implement the Multidisciplinary/ interdisciplinary courses by the CBCS system . The college has different disciplines like Economics, English, Hindi, History, Odia, Political Science, Education, Sociology, Botany, Chemistry, Math, Physics, Zoology, Commerce. The college has the multidisciplinary subjects. According to the Model Syllabus (CBCS).The students of one subject (Core) has taken interdisciplinary subject as General Elective (GE)-1 and General Elective (GE-2). The interdisciplinary courses are taught as per the guideline of the University.

16.Academic bank of credits (ABC):

The ABC has been introduced by UGC to facilitate the academic mobility of the students with freedom to study across he HEIs in the country with an appropriate'credit points ' mechanism from one programme to another,leading to attain a Degree/Diploma/PG Diploma etc.Odisha stae Higher education Council has brought a model regulation for under graduate programme from yhe session 2023-2024. Sambalpur University has adopted ABC system from the session 2023-2024. The Final year students of 2024 are directed to enroll themselve in Lokaseba portal of Sambalpur University for their results and migrations.

17.Skill development:

The Odisha State Higher Education Council has introduced a new syllabus "Communicative English" and "Quantitative and Logical Thinking" for the under graduate students. It is a part of SECC-1 and SECC-2 Syllabus. The Communicative English is taught to Arts/Science/Commerce in third semester.and QLT is taught to Arts /Science i/Commerce in 4th Semester. This syllabus different topic related with the skill development in English Language and reasoning/numerical/logical skill. The Teacher of English and Math

Department are assigned to teach the students of all streams. By this SECC paper the students are prepared themselves for the competitive examinations

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

The Higher Education Department, Government of Odisha has notified to introduced the ability enhancement coure course (AECC) MIL in Odia or Hindi or English. The students are free to choose any language as MIL subjects. In Sambalpur University in First and Second semester Examination The question papers are asked both in Odia and English language for Arts stream All the teachers are instructed to deliver their teaching to the +3 students in Hindi/Odia/English as per the requirement of students .

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

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

20.Distance education/online education:

Municipal college Rourkela does not have Online/ Distance educational Facilities.

Extended Profile

1.Programme

1.1   **380**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2040**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **373**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **515**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **30**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **39**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**380**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2040**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**373**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**515**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**30**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	39

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	634
4.3 Total number of computers on campus for academic purposes	99

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

Municipal College is affiliated to Sambalpur University. The college has prepared an academic calendar for the session 2023-2024looking into the different end semester examinations of Sambalpur University. The continuous internal examination is a part of academic activity of the college. The teachers are advised to conduct the surprise test inside class on different topics taught in every week and ate end of every month. The copies are evaluated and marks are recorded. The answer scripts are shown to them and question -answers are discussed inside the class room. Besides internal examination is a part of University examination. The internal examinations are conducted before end semester examination as per the guide lines given by University. The duration of examination is 1Hr and carrying marks of 20(non practical subjects) and 15(practical subjects). Annual Quality Assurance Report evaluations are done regularly by the teachers for all round development of students

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	https://www.municipalcollegerkl.com/download_files/academic_calendar_2023-24_96.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/   **B. Any 3 of the above**

Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Odisha stae Higher education council has introduced "ETHICS AND CVALUES" Syllabus as part of AECC Sbubject.It is taught to the students in all the Six semeters.The learning objective of course are--

1)developement of a goog human being

2)Developing a sense of right and wrong leadion to ethically correct behaviour.

3)In culcating positive attitude and a healthy work culture .

The title of the subjects are the ""issue relating to women,values and good citizenship,issues of drug ,Tobacco,and alchol addiction,Ethical values of students life,Vulnerable sections of society: understanding their issues,Environmental & Techno ethics"".

Besides the subject curriculum, a large number of extramural talks and semiars are conducted on Gender issues, Human rights, Abuses of drug addiction , plantation programmes, good citizen ship awareness programmes by inviting speakers from different section of society and Reputed institutions.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

14

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

543

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.municipalcollegerkl.com/download_files/feedback_system_75.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

832

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

320

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The academic council of the college is consisted of Academic bursar,All HODs and principal. In the academic council meeting the principles are decided to deal with the learning level of students,. Monthly class tests are conducted and performance of the students are recorded.The teachers are advised to ask the questions to the students inside the class. and doubts are cleared.The performance of the students are dicussed among the teachers and HOD of department. The tutorial and remedial classes are taken for slow learners as well as advance learners.The special care are taken for slow learners and extra classes are taken for them. Besides the special programmes are conducted by inviting the experts and speakers from near by institutions.

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

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

Number of Students	Number of Teachers
1986	**30**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

Municipal college ,Rourkela is affiliated to Sambalpur University. THe college stritly follow the syllabus prescribed by the University. The student centric methods are adopted by which the weakest student can easily understand the teaching given in class rooms.

1 Experimental Learning---The couses designed for science/arts/commerce are in such way that they can easily understand a topic which are taught to them. In case of science students the experiments are prescribed in the syllabus relating to principles and theories in their subject of study. The practical classes are regularly taken with demonstrators and teachers .The laboratories of this college are well equipped . The Practical classes for project subjects are also done in computer laboratories for commerce students.

2.Participative learning---This method of learning is very important for the holistic developement of students. Regular seninars and extramural talks are organised every department .The students participate in structured discussion,conversation or debate on the seminar topics by which they aquire extra knowledge. These activities such as preparation of seminar,completing assignments ,independent reading and study will help the students for their higher study.

3 Problem solving methodologies---The Remedial and tutorial classes are taken by all departments to solve problems of slow learners .In these doubt clearing classes ploblems of students are dicussed and solved . The numericals or activities are given to the students as a home work. These activities are explained in next tutorial/Remedial classes.

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

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

Govt.of Odisha and Department of Higher education has taken several steps during the session 2023-2024 for ICT enabled class rooms. They have given FIve numbers smart class rooms and 20

numbers of smart boards to Municipal college during the session 2023-2024.The college has the WI-FI campus . The teachers are trained to use the smart boards and to teach the students . The teachers prepare their class notes in PDF format and also in power point presentation method to teach the students. The Seminar presentationsare made by use of smart boards. The online mode of classes are also taken by use of the different teaching aids of different Universities to make the classes more attractive.The practical classes of physics, mathematics and commerce are taken by use of computers. The department of physics usesC,C++and SCILAB soft wares for marhematical calculations and solution of differential equations. Similarly the Mathematics department uses C++ and MATLABS to solve their problems. in Practical classes.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.municipalcollegerkl.com/download_files/ict_facility_90.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	*View File*

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

07

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

276

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has its own mechanism to conduct all the internal examinations as per university guidelines. The university syllabus has certain guideline for internal, practical examination and theory examinations. There are six semester examinations in UG courses. The theory examinations are conducted in the college as the programmes scheduled by the University. The question papers are provided by University for theory examinations in online mode. The internal examinations are conducted in the college under the Supervision of examination section .The internal examinations for Arts, Science, Commerce (no practical papers) are conducted for 20 marks. Internal examinations of 15 marks are conducted for practical papers only. The question papers are prepared by each department and the examinations of one hour duration are conducted as per the Programme given by Examination section .The question pattern and schedule are given by the University is strictly followed .All examinations are conducted under CCTV surveillance. Apart from that the internal examinations, the class test, Monthly test are conducted frequently by each department and results are discussed among the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal examinations are conducted as per the instructions given by the University. The regulations provided by the affiliated University for Under Graduate Pregame for (B.A /B.COM/B.SC) are strictly followed in this college. A student who fails to appear the Mid -Semester Examination are again allowed for one chance again to appear the same examination. In such condition someone has to apply for the same through the principal before uploading the internal marks in LOKASEBA portal of Sambalpur University. The student fails in appearing the internal examinations are marked as absent during Mark entry. There is no Provision to reappear the internal examination for improvement purpose. The College authority preserves the Answer Scripts of the Mid Semester examination for Six month from the date of publications of results for future reference.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In the beginning of the session Induction Programme are Conducted by the College for the students and teachers. In this programme an elaborate discussion on CBCS syllabus is made. Ap;art from that the college too convey all patterns and importances of different papers likethe honors papers , Generic electives, AECC-1(ENV) .AECC-II, SECC-1 (Communicative English),SECC-II (Quantitative & Logical Thinking) and other related subjects. The Idea about the credit points, Semester Grade Point, and Cumulative grade points are also explained properly. The mission and vision of the progammes are to explain the Students of Arts /Science/ Commerce by Subject experts and HOD's of the concerned Departments. The Course structure of Examinations are given in College Calendar for ready reference .The Course structure along with syllabus is given in college Website by which students and teachers can access it when needed. Most often the subject experts and speakers are invited to college to explain the utility of the programme. The Seminars are conducted to aware the students about the Course Outcomes of programmes. The Carrier Counseling programmes are organised for the betterment of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.municipalcollegerkl.com/syllabus.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The College conducts several extracurricular activities along with course programme. The College has outstanding performance in Games

and Sports. We supplement Indian Hockey with many talented players. A number of students are playing in University Hockey team. Our students played cricket, Kho-Kho, Kabadi, judo and Footballs in university games and begged medals .Two players like Mr Amit Rohidas and Mr. Nilam Sanjeep Xess have played National and international Hockey . Our students are very good in NCC and NSS activities .The NCC wing of college performed several outreach programmes like Aids awareness, Cleanliness of river bank and campus, Environment awareness programme, Cycle rally on drug addiction and Tobacco addiction programmes. Many numbers of NCC students got jobs in Govt, and Private sector organizations. The NSS students Organise the Blood donation Camp, Blood groupings among the students .They organise many Cultural programmes Like Rongali, Jhoti, Dance Competitions, etc to expose the inherent quality of students . The students of this college excel in the university examinations and various streams. The qualified students joins in highly reputed institutions for post graduation courses like MA, MSC, MCOM, MBA, MCA, B.ED and CA. some others are too joins in different organizations like Odisha Police, Indian Army etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.municipalcollegerkl.com/download_files/po_pso_2023-24_93.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

515

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.municipalcollegerkl.com/contact.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the

year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

55

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of sensitization programmes are carried out by the NSS and NCC unit of Municipal college during this year. The students of NCC wing conducted a cycle rally on the theme 'Save water and save environment'. They have created awareness on Pollution due to use of plastic and clean the bank of river Koel near Panposh. The NSS wing of the college has conducted a good number of programmes on drug addiction, Aids awareness, literacy campaign , economic survey in adopted village. Similarly NSS and NCC wing combinedly performed a cycle rally in collaboration with Indian Oil Corporation on the Slogan "Save fuel and save energy". A blood donation camp was organised in College Campus and nearly 50 units of blood are donated by the students in collaboration with RGH Rourkela The fire safety programme was conducted in college with officers from fire station to train the students about different techniques by which they can save themselves from outbreak of fire.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus spans 5.00 acres of land and includes classrooms, saff common room, library , Sports Complex , Reading room, Canteen ,Cycle Stand , Gymnasium ,Administrative Building ,Computer Laboratory , Science Laboratories, NSS room, NCC Complex etc .Each class rooms are provided with sufficient numbers of wooden desk, benches, electric fans ,LED light. There are two big halls to conduct general functions and seminars .The college has own play ground behind main building in which athletic meets are conducted Here are Two water coolers in first and ground floor for students .The fire extinguishers are placed inside the laboratories and office for fire safety .There is a beautiful garden in front of college building which gives a nice look to the

institution. A huge academic building and girls hostel for ST students is constructed , funded by Govt of Odisha (a world Bank Project) There rar 12 class rooms, 4 laboratories, two computer laboratories , e-library with reading room and number of toilets for boys and girls. There is continuous supply of to the building with bore wells and over head tanks.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.municipalcollegerkl.com/download_files/infrastructure_95.pdf

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

The college has an auditorium and ad a big Hall of 250 capacity to organise cultural programmes are conducted by NSS /NCC/YRC unit of the college. The cultural programme like song competition ,music competition ,mono action are conducted . Inside the campus thre is provision to conduct in door games like carom, chess, and out door games like Kabadi, kho-kho, Badminton, Cricket, Hockey ,volley ball ,Football and other activities in the playground .There is .facility for conducting Yoga classes .The yoga classes are organized by NSS and NCC wings by inviting yoga teacher ..A gymnasium is inside college where interested students make practice in morning and evening

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

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

634

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The steps are taken to create the Library automation System using ILMS, but e-library with reading room facility is available with 9 (nine) numbers of internet connected computer systems for the purpose.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e- **E. None of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1640

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are two internet connections in the institution. The internet connections are obtained by the BSNL and BHARAT FIBRE

SUILVER PLUS. MUNICIPAL COLLEGE, ROURKELA The internet speed is updated time to time as per our requirement. The Wi-Fi connection facility is provided by Bharat fiber with 300 mbps. Hard Disks and RAMs are updated from time to time as per the need of the students.The computers of different departments , Laboratories and offices are updated time to time and anti virus are uploaded as per their requirements.

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

4.3.2 - Number of Computers

99

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

481

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has own mechanism for maintaining the all physical facilities like laboratory , Library, sports, Computer and class rooms. There is development committee consist of senior teachers. In the beginning of session a budget is prepared by Budgetary Committee, which is approved by GB and principal of the College. The proposals are given by head of departments to the principal for purchase of new apparatus or any requirement for the laboratory. The matter is placed before the development Committee and Principal for discussion. The proposals passed to purchase committee for verification and to study the financial feasibility. Then the orders are given to different firms for purchase of the items. There is Library committee consisted of senior teachers and Librarian. The book list is asked from different departments as per their requirement .The quotations are asked from market and opened in presence of purchase committee and Library committe. The orders are given to firms after looking into the genuineness with the procedures of OGFR. The maintenances of Computers are made periodically by calling the mechanics from local market as when required. The class rooms are Provided with White board ,Fans, and Lights , The white board Marker pens, ink box, and dusters are given to teachers as per their requirements . The white washing of walls and coloring of doors and windows are made periodically after the approval of Development Committee and Governing Body.The sports items are purchased as proposed by PET after approval of Principal and puchase comittee.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

733

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

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

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

320

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

55

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

98

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

25

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

10

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

Govt . odisha and Department of higher education has taken initiative to explorethe inherent quality of students in the field of games and sports,social -cultural events,Odia literature through different competitions organised at the instution level, district level and state level programmes.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

18

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

This institution has an Alumni Association. This Association supports the college in various matters like safety and security in campus, local collaborations/ adoption of villages/ socio-economic survey etc., providing voluntary services in annual sports and other official celebrations. Alumni's are also take part in cleaning campus with the NCC and NSS team along with teachers on campus cleaning drive. The Alumni association organizes the Blood donation camp in the college campus .They make plantation of trees in campus during Vanamohastav programme. Some

alumni's are successful businessmen, sport stars and active in social services. They give extramural/ motivational talks from time to time. An alumni of college has donated a water cooler for students.

File Description	Documents
Paste link for additional information	https://dhe.odisha.gov.in/sites/default/files/2022-05/mo%20college-resolution.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Municipal college, Rourkela is one of the premier educational institutions of Western Odisha, in the tribal dominated district of Sundargarh.It was established in 1978. It was the brain child of the then senior citizens of Steel city Rourkela .to meet the educational needs of the ever escalating graph of students .The mission of the institution to empower the youth through Higher Education and to make them intellectually alive and socially responsible Citizens..Another mission of the institutions to inculcate in them social, moral, and spiritual values. with professional growth. The vision of institution to ensure disciplined and co-ordinated growth of students through teaching and learning. To create an atmosphere of academic Excellence by which they can serve as good human being and improve the economic standard in society. So looking in to need of students several steps are taken by the institution to accelerate their education ,Games and Sorts and Other extracurricular activities . The proposals are given by IQAC of the college to principal in academic council meeting to open the new courses like BBA(self financing), M.Com(self financing) and Skill courses by which passed out students from the institution can be self employed .The

college has opened new courses with the permission from GB and Higher education. The priority is given to games and sports ,NCC,NSS by which Students can be disciplined and self employed.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has own mechanism for decentralization of academic and administrative activities of the institution. The principal is the head of all committees and decision making authority, the administrative activates ate discussed with administrative Bursar and other senior members of the college. The academic Bursar is to look after the academic activities and to report the Principal .The financial management iare done after discussion with Governing Body of College. At beginning of the session extracurricular activities are notified by the principal and managed by the different committees of the College. There are Development Committee, Budget Committee Purchase Committee, Research Committee, Library Committee, Examination Committee, Anti ragging cell, sexual Harassment cell, Student's welfare committee, Staff welfare committee, Parent teacher association, IQAC cell, NCC,NSS,YRC Science Society, Arts Society, Commerce Society etc. All activities are managed by the committee members and reports are submitted to principal for final decisions .The games and spots are organised by the PET of college .The admission of the new students are made in students academic management system(SAMS) introduced by Higher education department, Govt.of Odisha. The financial accounting are made in CAPA portal and Enrolment of students are in Lokaseba portal of Sambalpur University.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1 .ICT Enabled Teaching-----One of the strategy made by college to encourage the ICT enabled teaching. The deployment of plan is successful during the session 2023-2024. Department of Higher education , Govt.of Odisha has supplied smart class rooms and interactive smart boards to higher educational institutions . Municipal college ,Rourkela is provided with 20 numbers of interactive smart boards and Five smart class rooms .There are computer laboratories and e-library with reading rooms facilities in the college .The teachers are encouraged on ICT enabled method of teaching. The teachers and students can use the interactive smart boards for seminars and class room teaching .The online classes are taken by using the websites of different universities and you tubes. The students are encourage to use e-library and prepare the small projects for University examinations.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Municipal College,rourkela is an aided Educational institution .The principal is the head of institution to look after all activities of the College.The policy decisions are madeby Higher education department and the orders are circulated to the colleges.There is a governing body of the College .The G.B of the college is haspower to manage the institution .The adminstrative set is consisted of Adminstrative Bursar,Account Bursar, Acdemic Bursar,Examination in charge..and all HOD 's of the departments .The Governing body of the college is the competent authority to appoint managent payment staff for day to day activities. But teaching staffs are appointed by higher Education Department in the created Direct payment posts. The teachersare transferable from one college to another college.The teachers have EL,CL,Medical leave and othr leaves as per Odisha Leave rule. There is EPF,GPF,Gratuity,Group insurance for safety and security of the job. The service records are maintained in HRMS portal developed by Higher Education Department.The SSB Recruited teachers by controlled by Higher Education Order No--39669 dated02/12/2020. This order explain all priciples of

recruitment,and transferability rules ,1979.The scale of pay for Lecturer (Rs 44,900--Rs1,42,,000),Lecturer Gr-A(rs 56,1000--177,500) after Completion of 8 years and Reader(statescale) Rs 67700 to Rs 208700 after Completion of 10 years os satisfactory service as Lecturer Gr-A. The staff members are notelligible for LTC

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Municipal college, is non .Govt, Aided educational institution. The Governing body college is pleased to waive out the development fees of the college for the children's of class -III and CLass -IV employee those are Woking in management payment Posts .There is no such provisions for the teaching staff of the college. The College provides financial support in the shape of EPF contribution to management employee as per the Govt .Rule . The Female employee of non government aided College will avail the Maternity leave of 180 days as Higher Education Order No--6928/HE dated 18/02/2022. They

are also eligible for salary payment during leave period.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The annual performance appraisal report is submitted by teaching staff through HRMS portal developed by Higher education Department Govt.of Odisha.They have to fill up all criterion in the HRMS portal and submit to Principal .The Principal, after proper

verification gives the Grade marks on their performance in the scale 1-5 . The report is prepared by considering the different activities like attitude to work, sense of responsibility, Communication Skill, Leadership Quality ,Co-ordination ability ,Decision making ability, Initiatives, Quality of work ,Knowledge on rule /IT skill/relevant subject . Then Report is submitted to Regional Director of Education and to Director of Higher education for Appraisal. All activities are done through online mode .The Appraisal report of Non Teaching staff is recorded in their service book and submitted to principal for verification. These reports are submitted to RDE/ Director as and when required.

File Description	Documents
Paste link for additional information	https://apps.hrmsodisha.gov.in
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

EXTERNAL FINANCIAL AUDIT----Municipal college, Rourkela is fully aided non Govt. College of the state. The financial audit is done every year by local fund audit, a wing fof Finance Department, Govt of Odisha..They have to check the income and expenditure of the college in the shape of Govt. Grant in the shape of salary of the staff and other financial aids given by the Govt. They also audit income and expenditures of the college .The auditors verifies the expenditures are made as per the OGFR .The audit compliance report is submitted to the auditing authority.

INTERNAL FINANCIAL AUDIT-----The internal financial audit is made by Account Bursar , who ensures the income and expenditures are made as per the Govt.rules. The account Bursar checks the Cash Book, Daily Collection Register, Money receipts and ensures that the amount is exactly reflected in cash Book.The advances given to the staff for examinations, development works and extracurricular activities are verified by account bursar as per government norms .

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Municipal College is an Grant -in -Aid College of the State . The College collects development fees during the admission of the students which is its major funds mobilization source. At times , the college also receives financial aid from Govt. for renovation and improvement of Laboratory infrastructures. The Salary obtained from Govt is meant for direct payment staff. As per the workload of a department a large number of teaching faculty are required to cover up the course and their payment is made out of the development fees of the college ,besides there are also teaching and non-teaching management posts whose payment is made out of this fund. .In addition to above , various day to day expenditures of the college like repair ,maintenance ,electricity ,procurement of inventories and assets , renovation and repairing ,library books and laboratory equipments ,statutory payment of fees and fines to the Govt. , affiliation and concurrence fees payment to the university and Govt. are to be met out of the college fund. The Govt. also sometimes provides some funds as infrastructure and laboratory grants. The College Provides all physical facilities to Students .The funds Collected from students are utilized in Games

and sports, different Cultural activities ,annual day celebration, Observation of NCC day,NSSday, Republic Day, independence Day, Drama, Saraswati Puja , Ganesh Puja and Seminars organized by the different departments .So there is the optimal Utilization of funds in the College

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Municipal College, Rourkela has a dynamic IQAC cell .In the beginning of every academic session ,the Co-ordinator asked a meeting with all teachers and members of IQAC under the chairman ship of Principal. The proposals of activities for the new session are placed before the Principal and the members. The proposals are given to conduct induction training programme for newly admitted students. The parent-teacher interaction meeting to be conducted by inviting the parents to college. The steps are taken to prevent the ragging inside campus during admission period with members of anti ragging cell and IQAC The seminars and extramural talks are organised periodically by inviting speakers .In the session 2023-2024.a new academic building is constructed and higher education department ,Govt.of Odisha has supplied 20 numbers interacting smart boards ,e-library and computer laboratories. The training programmes are conducted for teachers about use of smart boards with IQAC of the college. It is advised to conduct seminars with the use of smart interactive boards. The teachers are encouraged to participate in refresher course, orientation course, national and international seminars of their interest. The IQAC of the college organised a seminar on National education policy 2020 which has multiple entry and multiple exit . The importance of academic bank credit(ABC) for the session 2023-2024 is explained to final year students in a seminar by IQAC and Examination section.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college has a set up to review the teaching and learning process. In beginning of every Session ,a meeting is called by the Co-ordinator of IQAC along with all the teachers which is chaired by the Principal. The results of previous semester examinations are discussed and reviewed thoroughly. The teachers are asked to prepare the lesson plan and lesson note by which the courses are to be covered in time. It is advised to conduct class test and internal examinations as frequently as possible. The results of internal examinations are recorded in a tabulation register which are verified by IQAC of college. The feedbacks are taken from the students on the teaching and learning inside the class room by members of IQAC. The IQAC of the college suggested to adopt the Teacher -Student centric learning method by which a good relationship can be established between teacher and student. The question banks to be provided to students as per the exact pattern of university examination. Again due to installation interactive smart boards, the teachers are advised to teach the students by use of smart boards and to conduct the seminars .The teaching and learning methods followed by different Universities are to be presented by use of smart boards. T . The essay competitions debate competitions, extramural talks and power point presentations on scientific topics are organised to diffuse knowledge among the students by IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for   **D. Any 1 of the above**

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Municipal college ,Rourkela has the co-education in Arts/science/Commerce with nearly 2000 students. The college has good environment for higher education. The college conducts many sensitization programmes on gender issues among the girls and boys. The seminars and debates are organised by the college among the students to explain the importance of the programme. There are different cells like ant ragging cell, sexual harassment cell, Grievance redressal cell to solve the gender issue problems. The teachers in charge of cells have taken initiatives to conduct the seminars on gender issue problems and human rights. The boys and girls are participated in different Social d cultural events conducted by the different departments together. There are two NSS unit of college in which 100 numbers of boys and 100 numbers of girls perform all the socio-cultural events jointly. The College has own reputation on NCC activities of College. The NCC wing is consisted of 150number of boys and Girls. They Participate in Republic day and Independence Day celebrations, Aids awareness, campus cleaning, road safety etc. The actively participated in programmes conducted by college as well as the Govt. Programmes and NGO's. So the awareness among the students are easily created by Performance of above programmes.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SOLID WASTE MANAGEMENT----The college has own arrangement for collection of solid waste from class rooms and offices. The sweepers collect the solid waste and put in small dustbins kept in front of class rooms in different floors .The collected waste materials are kept in big dust bins placed outside the main building. The dust bin collecting vehicles of Municipal Corporation collect the solid waste for disposal.

LIQUID WASTE MANAGEMENT---- The waste materials from chemistry laboratory, other departments are disposed off by a separate drain to a soak pit made far away from college building.

E-WASTE MANAGEMENT---The computers and other electronic gagadets are repaired by inviting the mechanics from local market. The destroyed E-waste are sold-out to the vendors with due permission of Governing body. .

WASTE RECYCLE SYSTEM---There is a big garden in front of college

building. The green leaves , grass and other bio degradable items are buried and converted into compost which are again used in plants in the garden.

Hazardous chemical management---Generally some hazardous chemical are used in chemistry laboratory. These chemicals are kept in safe place in custody of storekeeper and HOD of department. These chemicals are brought in use in presence of teacher and Store keeper of the department.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Municipal College,Rourkela is situated in Tribal dominated District of Sundargah, Odisha. The Rourkela is popularly known as steel city of Odisha. The people of the different parts of Country are working in this City. The students of different religions like Hindu.Christian,Muslim,Sikh are admitted in the college.. But a Communal Harmony is maintained inside College and unwanted situations never happened in the institution. The students are comming from different Mother tongue like Odia,Hindi, Bengali, Pujabi ,Telgu,Urdu . The medium of teaching is English Odia and Sometimes in HIndi due to demand of students. There is no disparity among the students on socioeconomic issues. The college has a peaceful atmosphere for study .The College organizes different cultural programmes like song competitions, mono actions, drama, and bridal show with different customs to establish a social harmony and balance among the students. There is a uniform dress code for boys and girls in the college by which an economic disparity is maintained.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has the responsibility of national integration and

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   **B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE-1-YUBASANSKAR PROGRAMME.

BEST PRACTICE-2-STUDENTS SUPPORT SYSTEM.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The community enrichment programme is one of achievement of the college which is a major priority among the students as well as local people. The college has a big unit of NSS , NCC and YRC. The

NSS unit consisted of 100boys and 100 girls with two programme officers. They have organised several programmes like peace rally, fuel conservation rally, campus cleaning, swaccha bharat programme, Harghar triranga programme etc to motivate the local people. They have conducted the economical survey, educational survey and anti malaria drive in adopted village . Similarly The NCC wing Consisted of 150 students of college has great reputation in performing the different activities inside and outside college. They have actively participated in the cleaning of bank of river KOEL near panposh. The cycle rally is made to sensitize the people on the havoc of use drugs, t obacco, gutkaand plastics etc with banner and Posters. They have organized the blood donation camp along with the Doctors of Govt. hospital, Rourkela inside college where 60 units of blood collected.

Thrust Area----Being an Aided college, the financial support to conduct all Programmes is a thrust. There is paucity of time due to University examination schedules and space to conduct all programmes.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

Municipal College is affiliated to Sambalpur University. The college has prepared an academic calendar for the session 2023-2024looking into the different end semester examinations of Sambalpur University. The continuous internal examination is a part of academic activity of the college. The teachers are advised to conduct the surprise test inside class on different topics taught in every week and ate end of every month. The copies are evaluated and marks are recorded. The answer scripts are shown to them and question -answers are discussed inside the class room. Besides internal examination is a part of University examination. The internal examinations are conducted before end semester examination as per the guide lines given by

University. The duration of examination is 1Hr and carrying marks of 20(non practical subjects) and 15(practical subjects). Annual Quality Assurance Report evaluations are done regularly by the teachers for all round development of students

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.municipalcollegerkl.com/download_files/academic_calendar_2023-24_96.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Odisha stae Higher education council has introduced "ETHICS AND CVALUES" Syllabus as part of AECC Sbubject.It is taught to the

students in all the Six semeters.The learning objective of course are--

1)developement of a goog human being

2)Developing a sense of right and wrong leadion to ethically correct behaviour.

3)In culcating positive attitude and a healthy work culture .

The title of the subjects are the ""issue relating to women,values and good citizenship,issues of drug ,Tobacco,and alchol addiction,Ethical values of students life,Vulnerable sections of society: understanding their issues,Environmental & Techno ethics"".

Besides the subject curriculum, a large number of extramural talks and semiars are conducted on Gender issues, Human rights, Abuses of drug addiction , plantation programmes, good citizen ship awareness programmes by inviting speakers from different section of society and Reputed institutions.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<u>View File</u>

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

14

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

543

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.municipalcollegerkl.com/download_files/feedback_system_75.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

832

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

320

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The academic council of the college is consisted of Academic bursar,All HODs and principal. In the academic council meeting the principles are decided to deal with the learning level of students,. Monthly class tests are conducted and performance of the students are recorded.The teachers are advised to ask the questions to the students inside the class. and doubts are cleared.The performance of the students are dicussed among the teachers and HOD of department. The tutorial and remedial classes are taken for slow learners as well as advance learners.The special care are taken for slow learners and extra classes are taken for them. Besides the special programmes are conducted by inviting the experts and speakers from near by institutions.

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

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

Number of Students	Number of Teachers
1986	**30**

File Description	Documents
Any additional information	<u>View File</u>

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Municipal college ,Rourkela is affiliated to Sambalpur University. THe college stritly follow the syllabus prescribed by the University. The student centric methods are adopted by which the weakest student can easily understand the teaching given in class rooms.

1 Experimental Learning---The couses designed for science/arts/commerce are in such way that they can easily understand a topic which are taught to them. In case of science students the experiments are prescribed in the syllabus relating to principles and theories in their subject of study. The practical classes are regularly taken with demonstrators and teachers .The laboratories of this college are well equipped . The Practical classes for project subjects are also done in computer laboratories for commerce students.

2.Participative learning---This method of learning is very important for the holistic developement of students. Regular seninars and extramural talks are organised every department .The students participate in structured discussion,conversation or debate on the seminar topics by which they aquire extra knowledge. These activities such as preparation of seminar,completing assignments ,independent reading and study will help the students for their higher study.

3 Problem solving methodologies---The Remedial and tutorial classes are taken by all departments to solve problems of slow learners .In these doubt clearing classes ploblems of students are dicussed and solved . The numericals or activities are given to the students as a home work. These activities are explained in next tutorial/Remedial classes.

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

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

Govt.of Odisha and Department of Higher education has taken several steps during the session 2023-2024 for ICT enabled class rooms. They have given FIve numbers smart class rooms and 20 numbers of smart boards to Municipal college during the

session 2023-2024.The college has the WI-FI campus . The teachers are trained to use the smart boards and to teach the students . The teachers prepare their class notes in PDF format and also in power point presentation method to teach the students. The Seminar presentationsare made by use of smart boards. The online mode of classes are also taken by use of the different teaching aids of different Universities to make the classes more attractive.The practical classes of physics, mathematics and commerce are taken by use of computers. The department of physics usesC,C++and SCILAB soft wares for marhematical calculations and solution of differential equations. Similarly the Mathematics department uses C++ and MATLABS to solve their problems. in Practical classes.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.municipalcollegerkl.com/download_files/ict_facility_90.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

07

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

276

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has its own mechanism to conduct all the internal examinations as per university guidelines. The university syllabus has certain guideline for internal, practical examination and theory examinations. There are six semester examinations in UG courses. The theory examinations are conducted in the college as the programmes scheduled by the University. The question papers are provided by University for theory examinations in online mode. The internal examinations are conducted in the college under the Supervision of examination section .The internal examinations for Arts, Science, Commerce (no practical papers) are conducted for 20 marks. Internal examinations of 15 marks are conducted for practical papers only. The question papers are prepared by each department and the examinations of one hour duration are conducted as per the Programme given by Examination section .The question pattern and schedule are given by the University is strictly followed .All examinations are conducted under CCTV surveillance. Apart from that the internal examinations, the class test, Monthly test are conducted frequently by each department and results are discussed among the students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The internal examinations are conducted as per the instructions given by the University. The regulations provided by the affiliated University for Under Graduate Pregame for (B.A /B.COM/B.SC) are strictly followed in this college. A student who fails to appear the Mid -Semester Examination are again allowed for one chance again to appear the same examination. In such condition someone has to apply for the same through the principal before uploading the internal marks in LOKASEBA portal of Sambalpur University. The student fails in appearing the internal examinations are marked as absent during Mark entry. There is no Provision to reappear the internal examination for improvement purpose. The College authority preserves the Answer Scripts of the Mid Semester examination for Six month from the date of publications of results for future reference.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.suniv.ac.in/docs/3_UG-CBCS-REGULATION%20REVISED.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In the beginning of the session Induction Programme are Conducted by the College for the students and teachers. In this programme an elaborate discussion on CBCS syllabus is made. Ap;art from that the college too convey all patterns and importances of different papers likethe honors papers , Generic electives, AECC-1(ENV) .AECC-II, SECC-1 (Communicative English),SECC-II (Quantitative & Logical Thinking) and other related subjects. The Idea about the credit points, Semester Grade Point, and Cumulative grade points are also explained properly. The mission and vision of the progammes are to explain the Students of Arts /Science/ Commerce by Subject experts and HOD's of the concerned Departments. The Course structure of Examinations are given in College Calendar for ready reference .The Course structure along with syllabus is given in college Website by which students and teachers can access it when needed. Most often the subject experts and speakers are invited to college to explain the utility of the programme. The Seminars are conducted to aware the students about the Course Outcomes of programmes. The Carrier Counseling programmes are organised for the betterment of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.municipalcollegerkl.com/syllabus.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The College conducts several extracurricular activities along with course programme. The College has outstanding performance in Games and Sports. We supplement Indian Hockey with many talented players. A number of students are playing in University Hockey team. Our students played cricket, Kho-Kho, Kabadi, judo and Footballs in university games and begged medals .Two players like Mr Amit Rohidas and Mr. Nilam Sanjeep Xess have played National and international Hockey . Our students are very good in NCC and NSS activities .The NCC wing of college performed several outreach programmes like Aids awareness, Cleanliness of river bank and campus, Environment awareness programme, Cycle rally on drug addiction and Tobacco addiction programmes. Many numbers of NCC students got jobs in Govt, and Private sector organizations. The NSS students Organise the Blood donation Camp, Blood groupings among the students .They organise many Cultural programmes Like Rongali, Jhoti, Dance Competitions, etc to expose the inherent quality of students . The students of this college excel in the university examinations and various streams. The qualified students joins in highly reputed institutions for post graduation courses like MA, MSC, MCOM, MBA, MCA, B.ED and CA. some others are too joins in different organizations like Odisha Police, Indian Army etc.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://www.municipalcollegerkl.com/download_files/po_pso_2023-24_93.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

515

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.municipalcollegerkl.com/contact.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

55

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of sensitization programmes are carried out by the NSS and NCC unit of Municipal college during this year. The students of NCC wing conducted a cycle rally on the theme 'Save water and save environment'. They have created awareness on Pollution due to use of plastic and clean the bank of river Koel near Panposh. The NSS wing of the college has conducted a good number of programmes on drug addiction, Aids awareness, literacy campaign , economic survey in adopted village. Similarly NSS and NCC wing combinedly performed a cycle rally in collaboration with Indian Oil Corporation on the Slogan "Save fuel and save energy". A blood donation camp was organised in College Campus and nearly 50 units of blood are donated by the students in collaboration with RGH Rourkela The fire safety programme was conducted in college with officers from fire station to train the students about different techniques by which they can save themselves from outbreak of fire.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus spans 5.00 acres of land and includes classrooms, saff common room, library , Sports Complex , Reading room, Canteen ,Cycle Stand , Gymnasium ,Administrative Building ,Computer Laboratory , Science Laboratories, NSS room, NCC Complex etc .Each class rooms are provided with sufficient numbers of wooden desk, benches, electric fans ,LED light. There are two big halls to conduct general functions and seminars .The college has own play ground behind main building in which athletic meets are conducted Here are Two water coolers in first and ground floor for students .The fire extinguishers are placed inside the laboratories and office for fire safety .There is a beautiful garden in front of college building which gives a nice look to the institution. A huge academic building and girls hostel for ST students is constructed , funded by Govt of Odisha (a world Bank Project) There rar 12 class rooms, 4 laboratories, two computer laboratories , e-library with reading room and number of toilets for boys and girls. There is continuous supply of to the building with bore wells and over head tanks.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.municipalcollegerkl.com/download_files/infrastructure_95.pdf

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

The college has an auditorium and ad a big Hall of 250 capacity to organise cultural programmes are conducted by NSS /NCC/YRC unit of the college. The cultural programme like song competition ,music competition ,mono action are conducted . Inside the campus thre is provision to conduct in door games like carom, chess, and out door games like Kabadi, kho-kho, Badminton, Cricket, Hockey ,volley ball ,Football and other activities in the playground .There is .facility for conducting Yoga classes .The yoga classes are organized by NSS and NCC wings by inviting yoga teacher ..A gymnasium is inside college where interested students make practice in morning and evening

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

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

634

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

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

The steps are taken to create the Library automation System using ILMS, but e-library with reading room facility is available with 9 (nine) numbers of internet connected computer systems for the purpose.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1640

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are two internet connections in the institution. The internet connections are obtained by the BSNL and BHARAT FIBRE SUILVER PLUS. MUNICIPAL COLLEGE, ROURKELA The internet speed is updated time to time as per our requirement. The Wi-Fi connection facility is provided by Bharat fiber with 300 mbps. Hard Disks and RAMs are updated from time to time as per the need of the students.The computers of different departments , Laboratories and offices are updated time to time and anti virus are uploaded as per their requirements.

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

4.3.2 - Number of Computers

99

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

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

481

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has own mechanism for maintaining the all physical facilities like laboratory , Library, sports, Computer and class rooms. There is development committee consist of senior teachers. In the beginning of session a budget is prepared by Budgetary Committee, which is approved by GB and principal of the College. The proposals are given by head of departments to the principal for purchase of new apparatus or any requirement for the laboratory. The matter is placed before the development Committee and Principal for discussion. The proposals passed to purchase committee for verification and to study the financial feasibility. Then the orders are given to different firms for purchase of the items. There is Library committee consisted of senior teachers and Librarian. The book list is asked from different departments as per their requirement .The quotations

are asked from market and opened in presence of purchase committee and Library committe. The orders are given to firms after looking into the genuineness with the procedures of OGFR. The maintenances of Computers are made periodically by calling the mechanics from local market as when required. The class rooms are Provided with White board ,Fans, and Lights , The white board Marker pens, ink box, and dusters are given to teachers as per their requirements . The white washing of walls and coloring of doors and windows are made periodically after the approval of Development Committee and Governing Body.The sports items are purchased as proposed by PET after approval of Principal and puchase comittee.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

733

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

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

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

320

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

55

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

98

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

25

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

10

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

According to Govt. of Odisha letter no HE-FE-IIIMISC-144-2016-28676/ HE,DATED ON /10/10/18, Student Union Election is discontinued at Higher Education Institutions in Odisha. This institution always gives priority to students as a stakeholder. All cultural programs, sports and games, annual day celebrations are conducted by students and the staff of the college together. Dramatic society, Athletic society, Arts Society, Science Society, commerce Society, Boys common Room, Girls Common room, Odia Sahitya Samaja conducts different functions and awards the winner of various competitions. This year Govt . odisha and Department of higher education has taken initiative to explorethe inherent quality of students in the field of games and sports,social -cultural events,Odia literature through different competitions organised at the instution level, district level and state level programmes.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

18

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

This institution has an Alumni Association. This Association supports the college in various matters like safety and security in campus, local collaborations/ adoption of villages/ socio-economic survey etc., providing voluntary services in annual sports and other official celebrations. Alumni's are also take part in cleaning campus with the NCC and NSS team along with teachers on campus cleaning drive. The Alumni association organizes the Blood donation camp in the college campus .They make plantation of trees in campus during Vanamohastav programme. Some alumni's are successful businessmen, sport stars and active in social services. They give extramural/ motivational talks from time to time. An alumni of college has donated a water cooler for students.

File Description	Documents
Paste link for additional information	https://dhe.odisha.gov.in/sites/default/files/2022-05/mo%20college-resolution.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Municipal college, Rourkela is one of the premier educational institutions of Western Odisha, in the tribal dominated district of Sundargarh.It was established in 1978. It was the brain child of the then senior citizens of Steel city Rourkela .to meet the educational needs of the ever escalating graph of students .The mission of the institution to empower the youth through Higher Education and to make them intellectually alive and socially responsible Citizens..Another mission of the institutions to inculcate in them social, moral, and spiritual values. with professional growth. The vision of institution to ensure disciplined and co-ordinated growth of students through teaching and learning. To create an atmosphere of academic Excellence by which they can serve as good human being and improve the economic standard in society. So looking in to need of students several steps are taken by the institution to accelerate their education ,Games and Sorts and Other extracurricular activities . The proposals are given by IQAC of the college to principal in academic council meeting to open the new courses like BBA(self financing), M.Com(self financing) and Skill courses by which passed out students from the institution can be self employed .The college has opened new courses with the permission from GB and Higher education. The priority is given to games and sports ,NCC,NSS by which Students can be disciplined and self employed.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has own mechanism for decentralization of academic and administrative activities of the institution. The principal is the head of all committees and decision making authority, the administrative activates ate discussed with administrative Bursar and other senior members of the college. The academic

Bursar is to look after the academic activities and to report the Principal .The financial management iare done after discussion with Governing Body of College. At beginning of the session extracurricular activities are notified by the principal and managed by the different committees of the College. There are Development Committee, Budget Committee Purchase Committee, Research Committee, Library Committee, Examination Committee, Anti ragging cell, sexual Harassment cell, Student's welfare committee, Staff welfare committee, Parent teacher association, IQAC cell, NCC,NSS,YRC Science Society, Arts Society, Commerce Society etc. All activities are managed by the committee members and reports are submitted to principal for final decisions .The games and spots are organised by the PET of college .The admission of the new students are made in students academic management system(SAMS) introduced by Higher education department, Govt.of Odisha. The financial accounting are made in CAPA portal and Enrolment of students are in Lokaseba portal of Sambalpur University.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1 .ICT Enabled Teaching------One of the strategy made by college to encourage the ICT enabled teaching. The deployment of plan is successful during the session 2023-2024. Department of Higher education , Govt.of Odisha has supplied smart class rooms and interactive smart boards to higher educational institutions . Municipal college ,Rourkela is provided with 20 numbers of interactive smart boards and Five smart class rooms .There are computer laboratories and e-library with reading rooms facilities in the college .The teachers are encouraged on ICT enabled method of teaching. The teachers and students can use the interactive smart boards for seminars and class room teaching .The online classes are taken by using the websites of different universities and you tubes. The students are encourage to use e-library and prepare the small projects for University examinations.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Municipal College,rourkela is an aided Educational institution .The principal is the head of institution to look after all activities of the College.The policy decisions are madeby Higher education department and the orders are circulated to the colleges.There is a governing body of the College .The G.B of the college is haspower to manage the institution .The adminstrative set is consisted of Adminstrative Bursar,Account Bursar, Acdemic Bursar,Examination in charge..and all HOD 's of the departments .The Governning body of the college is the competent authority to appoint managent payment staff for day to day activities. But teaching staffs are appointed by higher Education Department in the created Direct payment posts. The teachersare transferable from one college to another college.The teachers have EL,CL,Medical leave and othr leaves as per Odisha Leave rule. There is EPF,GPF,Gratuity,Group insurance for safety and security of the job. The service records are maintained in HRMS portal developed by Higher Education Department.The SSB Recruited teachers by controlled by Higher Education Order No--39669 dated02/12/2020. This order explain all priciples of recruitment,and transferability rules ,1979.The scale of pay for Lecturer (Rs 44,900--Rs1,42,,000),Lecturer Gr-A(rs 56,1000--177,500) after Completion of 8 years and Reader(statescale) Rs 67700 to Rs 208700 after Completion of 10 years os satisfactory service as Lecturer Gr-A. The staff members are notelligible for LTC

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Municipal college, is non .Govt, Aided educational institution. The Governing body college is pleased to waive out the development fees of the college for the children's of class -III and CLass -IV employee those are Woking in management payment Posts .There is no such provisions for the teaching staff of the college. The College provides financial support in the shape of EPF contribution to management employee as per the Govt .Rule . The Female employee of non government aided College will avail the Maternity leave of 180 days as Higher Education Order No--6928/HE dated 18/02/2022. They are also eligible for salary payment during leave period.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The annual performance appraisal report is submitted by teaching staff through HRMS portal developed by Higher education Department Govt.of Odisha.They have to fill up all

criterion in the HRMS portal and submit to Principal .The
Principal, after proper verification gives the Grade marks on
their performance in the scale 1-5 . The report is prepared by
considering the different activities like attitude to work,
sense of responsibility, Communication Skill, Leadership
Quality ,Co-ordination ability ,Decision making ability,
Initiatives, Quality of work ,Knowledge on rule /IT
skill/relevant subject . Then Report is submitted to Regional
Director of Education and to Director of Higher education for
Appraisal. All activities are done through online mode .The
Appraisal report of Non Teaching staff is recorded in their
service book and submitted to principal for verification. These
reports are submitted to RDE/ Director as and when required.

File Description	Documents
Paste link for additional information	https://apps.hrmsodisha.gov.in
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

EXTERNAL FINANCIAL AUDIT----Municipal college, Rourkela is
fully aided non Govt. College of the state. The financial audit
is done every year by local fund audit, a wing fof Finance
Department, Govt of Odisha..They have to check the income and
expenditure of the college in the shape of Govt. Grant in the
shape of salary of the staff and other financial aids given by
the Govt. They also audit income and expenditures of the
college .The auditors verifies the expenditures are made as per
the OGFR .The audit compliance report is submitted to the
auditing authority.

INTERNAL FINANCIAL AUDIT-----The internal financial audit is
made by Account Bursar , who ensures the income and
expenditures are made as per the Govt.rules. The account Bursar
checks the Cash Book, Daily Collection Register, Money receipts
and ensures that the amount is exactly reflected in cash
Book.The advances given to the staff for examinations,
development works and extracurricular activities are verified
by account bursar as per government norms .

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Municipal College is an Grant -in -Aid College of the State . The College collects development fees during the admission of the students which is its major funds mobilization source. At times , the college also receives financial aid from Govt. for renovation and improvement of Laboratory infrastructures. The Salary obtained from Govt is meant for direct payment staff. As per the workload of a department a large number of teaching faculty are required to cover up the course and their payment is made out of the development fees of the college ,besides there are also teaching and non-teaching management posts whose payment is made out of this fund. .In addition to above , various day to day expenditures of the college like repair ,maintenance ,electricity ,procurement of inventories and assets , renovation and repairing ,library books and laboratory equipments ,statutory payment of fees and fines to the Govt. , affiliation and concurrence fees payment to the university and Govt. are to be met out of the college fund. The Govt. also sometimes provides some funds as infrastructure and laboratory

grants. The College Provides all physical facilities to Students .The funds Collected from students are utilized in Games and sports, different Cultural activities ,annual day celebration, Observation of NCC day,NSSday, Republic Day, independence Day, Drama, Saraswati Puja , Ganesh Puja and Seminars organized by the different departments .So there is the optimal Utilization of funds in the College

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Municipal College, Rourkela has a dynamic IQAC cell .In the beginning of every academic session ,the Co-ordinator asked a meeting with all teachers and members of IQAC under the chairman ship of Principal. The proposals of activities for the new session are placed before the Principal and the members. The proposals are given to conduct induction training programme for newly admitted students. The parent-teacher interaction meeting to be conducted by inviting the parents to college. The steps are taken to prevent the ragging inside campus during admission period with members of anti ragging cell and IQAC The seminars and extramural talks are organised periodically by inviting speakers .In the session 2023-2024.a new academic building is constructed and higher education department ,Govt.of Odisha has supplied 20 numbers interacting smart boards ,e-library and computer laboratories. The training programmes are conducted for teachers about use of smart boards with IQAC of the college. It is advised to conduct seminars with the use of smart interactive boards. The teachers are encouraged to participate in refresher course, orientation course, national and international seminars of their interest. The IQAC of the college organised a seminar on National education policy 2020 which has multiple entry and multiple exit . The importance of academic bank credit(ABC) for the session 2023-2024 is explained to final year students in a seminar by IQAC and Examination section.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college has a set up to review the teaching and learning process. In beginning of every Session ,a meeting is called by the Co-ordinator of IQAC along with all the teachers which is chaired by the Principal. The results of previous semester examinations are discussed and reviewed thoroughly. The teachers are asked to prepare the lesson plan and lesson note by which the courses are to be covered in time. It is advised to conduct class test and internal examinations as frequently as possible. The results of internal examinations are recorded in a tabulation register which are verified by IQAC of college. The feedbacks are taken from the students on the teaching and learning inside the class room by members of IQAC. The IQAC of the college suggested to adopt the Teacher -Student centric learning method by which a good relationship can be established between teacher and student. The question banks to be provided to students as per the exact pattern of university examination. Again due to installation interactive smart boards, the teachers are advised to teach the students by use of smart boards and to conduct the seminars .The teaching and learning methods followed by different Universities are to be presented by use of smart boards. T . The essay competitions debate competitions, extramural talks and power point presentations on scientific topics are organised to diffuse knowledge among the students by IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	D. Any 1 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Municipal college ,Rourkela has the co-education in Arts/science/Commerce with nearly 2000 students. The college has good environment for higher education. The college conducts many sensitization programmes on gender issues among the girls and boys. The seminars and debates are organised by the college among the students to explain the importance of the programme. There are different cells like ant ragging cell, sexual harassment cell, Grievance redressal cell to solve the gender issue problems. The teachers in charge of cells have taken initiatives to conduct the seminars on gender issue problems and human rights. The boys and girls are participated in different Social d cultural events conducted by the different departments together. There are two NSS unit of college in which 100 numbers of boys and 100 numbers of girls perform all the socio-cultural events jointly. The College has own reputation on NCC activities of College. The NCC wing is consisted of 150number of boys and Girls. They Participate in Republic day and Independence Day celebrations, Aids awareness, campus cleaning, road safety etc. The actively participated in

programmes conducted by college as well as the Govt. Programmes and NGO's. So the awareness among the students are easily created by Performance of above programmes.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SOLID WASTE MANAGEMENT----The college has own arrangement for collection of solid waste from class rooms and offices. The sweepers collect the solid waste and put in small dustbins kept in front of class rooms in different floors .The collected waste materials are kept in big dust bins placed outside the main building. The dust bin collecting vehicles of Municipal Corporation collect the solid waste for disposal.

LIQUID WASTE MANAGEMENT---- The waste materials from chemistry laboratory, other departments are disposed off by a separate drain to a soak pit made far away from college building.

E-WASTE MANAGEMENT---The computers and other electronic

gagadets are repaired by inviting the mechanics from local market. The destroyed E-waste are sold-out to the vendors with due permission of Governing body. .

WASTE RECYCLE SYSTEM---There is a big garden in front of college building. The green leaves , grass and other bio degradable items are buried and converted into compost which are again used in plants in the garden.

Hazardous chemical management---Generally some hazardous chemical are used in chemistry laboratory. These chemicals are kept in safe place in custody of storekeeper and HOD of department. These chemicals are brought in use in presence of teacher and Store keeper of the department.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

    vehicles
   3.Pedestrian Friendly pathways
   4.Ban on use of Plastic
   5.landscaping with trees and plants

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Municipal College,Rourkela is situated in Tribal dominated District of Sundargah, Odisha. The Rourkela is popularly known as steel city of Odisha. The people of the different parts of Country are working in this City. The students of different religions like Hindu.Christian,Muslim,Sikh are admitted in the college.. But a Communal Harmony is maintained inside College and unwanted situations never happened in the institution. The students are comming from different Mother tongue like Odia,Hindi, Bengali, Pujabi ,Telgu,Urdu . The medium of teaching is English Odia and Sometimes in HIndi due to demand of students. There is no disparity among the students on socioeconomic issues. The college has a peaceful atmosphere for study .The College organizes different cultural programmes like song competitions, mono actions, drama, and bridal show with different customs to establish a social harmony and balance among the students. There is a uniform dress code for boys and girls in the college by which an economic disparity is maintained.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	**View File**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE-1-YUBASANSKAR PROGRAMME.

BEST PRACTICE-2-STUDENTS SUPPORT SYSTEM.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The community enrichment programme is one of achievement of the college which is a major priority among the students as well as local people. The college has a big unit of NSS , NCC and YRC. The NSS unit consisted of 100boys and 100 girls with two programme officers. They have organised several programmes like peace rally, fuel conservation rally, campus cleaning, swaccha bharat programme, Harghar triranga programme etc to motivate the local people. They have conducted the economical survey, educational survey and anti malaria drive in adopted village . Similarly The NCC wing Consisted of 150 students of college has great reputation in performing the different activities inside and outside college. They have actively participated in the cleaning of bank of river KOEL near panposh. The cycle rally is made to sensitize the people on the havoc of use drugs, t obacco, gutkaand plastics etc with banner and Posters. They have organized the blood donation camp along with the Doctors of Govt. hospital, Rourkela inside college where 60 units of blood collected.

Thrust Area----Being an Aided college, the financial support to conduct all Programmes is a thrust. There is paucity of time due to University examination schedules and space to conduct all programmes.

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

7.3.2 - Plan of action for the next academic year

The following plan of actionsare made by college for next year.

1.The function of college girls hostel inside campus.

2. The purchase of new books as per CBCS syllabus and renovation of college library.

3. The construction of an auditorium as per the requirement.

4. The smoothening the surface of college play ground .

5.The construction of incomplete boundary wall of college campus.

6. Proposals to be given to GB and Govt .for construction of rooms on existing structure of commerce block.

7. The SSR to be prepared and submitted to NAAC for Verication and Approval.

8 .Library Automation.