_2014-15_
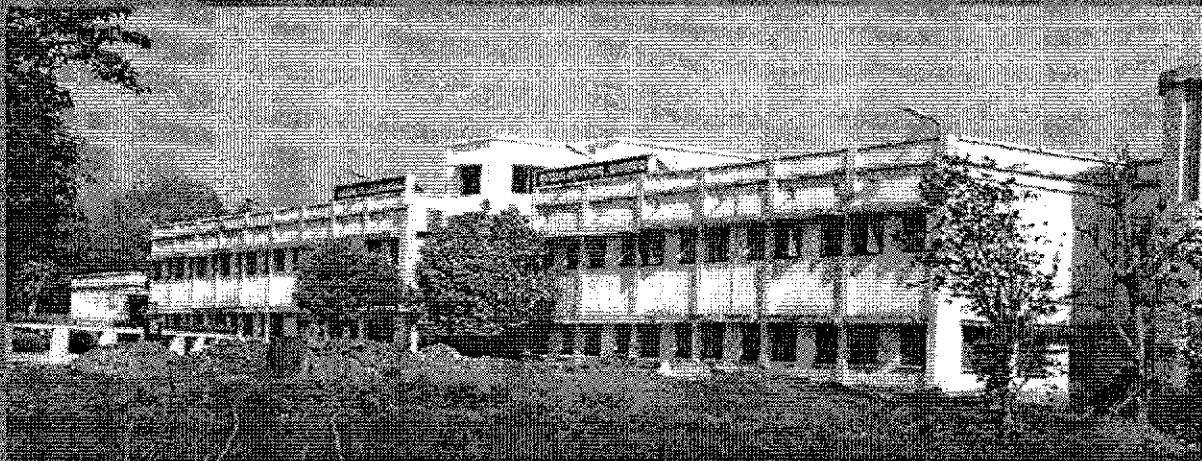
MUNICIPAL COLLEGE, ROURKELA

The Annual Quality Assurance Report(AQAR) of the IQAC

MUNICIPAL COLLEGE, ROURKELA

DIST-SUNDARGARH, ODISHA, PIN-769012
PHONE-0661-2501838
Email-municipalcollegerkl@gmail.com
Website- www.municipalcollegerkl.com

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

| 2014-15 |

I. Details of the Institution

1.1 Name of the Institution

| MUNICIPAL COLLEGE, ROURKELA |

1.2 Address Line 1

| UDITNAGAR |

Address Line 2

| ROURKELA-12 |

City/Town

| ROURKELA |

State

| ODISHA |

Pin Code

| 769012 |

Institution e-mail address

| municipalcollegerkl@gmail.com |

Contact Nos.

| 0661-2501838 |

Name of the Head of the Institution:

| PRASAD KUMAR PATRA |

| 0661-2501838 |

Tel. No. with STD Code:

Mobile: | 09937369159

Name of the IQAC Co-ordinator: | DEBAPRASAD MOHAPARA

Mobile: | 09437684722

IQAC e-mail address: | municipalcollegerkliqac@gmail.com

1.3 NAAC Track ID *(For ex. MHCOGN 18879)* | **ORCOGN13957**

OR

1.4 NAAC Executive Committee No. & Date:
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC/51/A & A / 01
Dtd. 31-12-2009

1.5 Website address: | www.municipalcollegerkl.com

Web-link of the AQAR: | http://www.municipalcollegerkl.com/iqac.html

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.44	December 31,2009	December 30,2014
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

    i.   AQAR _____ (DD/MM/YYYY)4

    ii. AQAR _____ (DD/MM/YYYY)

    iii. AQAR _____ (DD/MM/YYYY)

    iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [.]

Constituent College   Yes [ ] No [ ]

Autonomous college of UGC   Yes [ ] No [ ]

Regulatory Agency approved Institution   Yes [ ] No [ ]

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

Type of Institution   Co-education [√] Men [ ] Women [ ]

Urban [√] Rural [ ] Tribal [ ]

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

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

1.10 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) | BBA – SELF FINANCING |

1.11 Name of the Affiliating University *(for the Colleges)* | SAMBALPUR UNIVERSITY ODISHA |

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

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme | NO | UGC-CE | NO |

UGC-Special Assistance Programme | NO | DST-FIST | NO |

UGC-Innovative PG programmes | NO | Any other (*Specify*) | NO |

UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers | 08 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and community representatives | 01 |

2.7 No. of Employers/ Industrialists | -- |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No. | 05 | Faculty | 02 |

Non-Teaching Staff Students [02] Alumni [01] Others [--]

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

If yes, mention the amount [3.0 Lac]   [√]   [ ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ] International [ ] National [ ] State [ ] Institution Level [ ]

(ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

- Made necessary arrangements to submit AQAR
- Preparation for NAAC accreditation 2nd Cycle
- Organised meeting with the faculty members to discuss the strategic plan
- Execution of the Plan
- Sensitizing the students on ecological and environmental issues

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• Construction/Renovation of Classrooms	• 05 nos. Class rooms constructed
• Renovation of the College office	• Renovation work in progress
• Levelling of college ground	• Levelling work in progress
• Construction of Open air stage	• Construction completed
• Organisation of National Seminar	• To be applied to funding agency
• Construction of Upstairs of Boys Common Room	• Under process

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [√]

Provide the details of the action taken

Governing Body approved the plan of action after a detailed discussion and formal sanction was accorded

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	06	00	01	00
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	06	00	01	00

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	07

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]

(On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

> The Board of Studies in and academic council of the University update the syllabi from time to time.

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors (Lecturer)	Associate Professors (Reader)	Professors	Others
49	35	14	--	--

2.2 No. of permanent faculty with Ph.D. | 07 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
25	10	14	--	--	--	--	--	39	10

2.4 No. of Guest and Visiting faculty and Temporary faculty | 19 | | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	05	03
Presented papers	NIL	NIL	NIL
Resource Persons	NIL	NIL	NIL

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

- ICT enabled tools is introduced in the college seminar
- Participation in Refresher courses, Seminars by the faculty members
- Study Tour organised by the Department.
- Remedial classes organised for the academically weaker students
- Seminars, group discussions, project works and field studies for part of the curricular at Honours level
- Emphasis on participatory learning method

2.7 Total No. of actual teaching days during this academic year | 182 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> (i) Evaluation reforms as adopted by the University by providing photocopy of answer scripts to aggrieved students on demand
> (ii) Periodical assessment at college level and showing original answer scripts to student

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

02		

2.10 Average percentage of attendance of students

81

2.11 Course/Programme wise distribution of pass percentage(**Final University Examinations, 2015**) :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % (Pass without Hons)	Pass %
B. A.	105	-	-	20.4	79.6	60.9
B. Com.	191	41.4	19.3	48.8	31.8	92.1
B. Sc.	88	10.6	36.1	8.5	53.1	53.4
B.B.A.	12	-	57.1	42.8	-	58.3

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

IQAC convenes a meeting of academic council in the beginning of the academic session to improve upon the performance of the students in last University Examinations. The IQAC also provides the strategic plan based on students feedback.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil

	Nil
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	40	06	--	01
Technical Staff	25	03	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC regularly encourage the faculty members to apply for research projects to different funding agency.
- The College Authorities provide necessary infrastructural support for the research work.
- The Honours students of different subjects are encouraged to take project works

3.2 Details regarding major projects :   NIL

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

3.3 Details regarding minor projects :   NIL

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

3.4 Details on research publications: NIL

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

3.5 Details on Impact factor of publications: NIL

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

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

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

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

　　　　　　ii) Without ISBN No. [--]

3.8 No. of University Departments receiving funds from

UGC-SAP [--]   CAS [--]   DST-FIST [--]

DPE [--]   　　　　　　DBT Scheme/funds [--]

3.9 For colleges   Autonomy [--]   CPE [--]   DBT Star Scheme [--]

　　　　　　INSPIRE [--]   CE [--]   Any Other (specify) [--]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	12
Sponsoring agencies	--	--	--	--	College fund

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

3.13 No. of collaborations   International [--]   National [--]   Any other [--]

3.14 No. of linkages created during this year [--]

3.15 Total budget for research for current year in lakhs :

[--]   　　　　　　[--]

From Funding agency   From Management of University/College

Total   --

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	01	--	--

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

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

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

        JRF --   SRF --   Project Fellows --   Any other   --

3.21 No. of students Participated in NSS events:

                        University level --   State level   --

                        National level --   International level   --

3.22 No. of students participated in NCC events:

                        University level 50   State level   50

                        National level 03   International level 01

3.23 No. of Awards won in NSS:

                        University level --   State level   --

                        National level --   International level   --

3.24 No. of Awards won in NCC:

University level [--]   State level [--]

National level [02]   International level [--]

3.25 No. of Extension activities organized

University forum [--]   College forum [04]

NCC [--]   NSS [01]   Any other [--]

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

- Awareness camp for protection of environment
- Tree plantation in neighbourhood areas
- AIDS Day Awareness Rally/ Road safety awareness programmes through holding rallies
- Blood grouping and Blood Donation
- RTI Awareness camp
- Cleaning neighbourhood areas

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20235 Sq.Mtr.	--	--	20235 Sq. Mtr.
Class rooms	14	05	College Fund	19
Laboratories	09	01	UGC	10
Seminar Halls	01	--	--	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	01	--	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	18.76		UGC	

4.2 Computerization of administration and library

Steps have been taken to install computers in the areas like :
- Examination Section equipped with computer, printer, photocopier, scanner
- College Library provided with computer and photocopier
- SAMS Lab with internet facility

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15090		344	2 Lakhs	15434	
Reference Books	4948		43	0.27 Lakhs	4991	
e-Books	--		--		--	
Journals	270		15	Rs.5,500/-	285	
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	---	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	44	01	03	03	01	03	13	--
Added	07	--	--	--	--	--	--	--
Total	51	01	03	03	01	03	13	--

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

The College has provided Internet facilities at SAMS lab.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus infrastructure and facilities

iii) Equipments

iv) Others   --

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC arrange special meeting with the Officers in charge of Grievance Redressal Cell, Remedial Coaching, Career Council Cell, Women Protection Cell against harassment, Library staff, Anti-ragging cell and impress upon them to improve awareness among the students.

- IQAC also put information regarding various support systems on notice board from time to time.

- College Magazine are distributed among the students.

- Students are guided to get information regarding admission, examinations, scholarships, results etc through college notice board and internet.

- Seminars, GDs, extra mural lectures undertaken for academic monitoring

5.2 Efforts made by the institution for tracking the progression

Tracking of students progression is done at the department level. All the departments arrange periodical evaluation of the students besides the College Test Examinations before promoting a student for University Examinations. IQAC periodically analyse the academic progress with the departments concerned.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1393	--	--	--

(b) No. of students outside the state

86

(c) No. of international students

NIL

Men
No	%
561	40.27

Women
No	%
832	59.72

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
857	79	340	--	--	1276	979	89	325	--	--	1393

Demand ratio 1:7.3   Dropout % 8 %

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

- UGC sponsored coaching classes for entry into services.
- Career Counselling

45

No. of students beneficiaries

5.5 No. of students qualified in these examinations : Data not available

NET [ ] SET/SLET [ ] GATE [ ] CAT [ ]

IAS/IPS etc [ ] State PSC [ ] UPSC [ ] Others [ ]

5.6 Details of student counselling and career guidance

Career counselling cell regularly conducts campus recruitment drive and guides the students for various competitive examinations. Also the students are guided to pursue higher studies like post-graduation, Company Secretary, Cost Accountancy, Chartered Accountancy, MBA etc.

No. of students benefitted | 105 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	10

5.8 Details of gender sensitization programmes

The College has a grievance redressal cell for women students and employees. The members of the cell regularly arrange awareness programme among women students and employees against any untoward incidents. The college also organise self-defence training for women students.

5.9 Students Activities :

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

State/ University level | 22 | National level | 17 | International level | 01 |

No. of students participated in cultural events

State/ University level | 15 | National level | -- | International level | -- |

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

Sports : State/ University level [03]   National level [04]   International level [--]

Cultural: State/ University level [--]   National level [--]   International level [--]

5.10 Scholarships and Financial Support

	Number of students	Amount
		--
Financial support from institution	--	
Financial support from government	322	Data not available as Disbursed directly by the Govt. to the beneficiaries through online.
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives :

Fairs   : State/ University level [--]   National level [--]   International level [--]

Exhibition: State/ University level [--]   National level [--]   International level [--]

5.12   No. of social initiatives undertaken by the students   [04]

5.13 Major grievances of students (if any) redressed:

Grievance	Action taken
Stage/Auditorium	Construction of stage is completed.
Common Room	Under renovation
Fitness Centre/Gymnasium	Redressed
Indoor Games	Provided
Canteen	Redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
     The vision that the college cherishes and holds as sacred is:
  • To create and sustain an atmosphere of academic excellence.
  • To ensure disciplined and coordinated growth.
  • To serve the society as a responsible and conscious social organ.

6.2 Does the Institution has a management Information System

Yes, the College has an effective RTI Cell. The students are informed about the academic, co-curricular, extra-curricular activities through notice board and SMS system

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

6.3.1 Curriculum Development

Board of studies of the University are the statutory bodies responsible for curriculum development. Some teachers are involved in curriculum development of the University as members of Board of Studies

6.3.2 Teaching and Learning

The faculty members are encouraged to use LCD projectors /USB for improvement of teaching and learning process and in seminars.

6.3.3 Examination and Evaluation

The college follows guidelines issued by the Government of Odisha and Sambalpur University for the improvement of examination and evaluation system.

6.3.4 Research and Development

The faculty members are encouraged by IQAC to apply for different schemes on minor and major research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Science Departments are provided with interactive white boards/LCD projectors.
- Five numbers of new classrooms have been constructed.
- Steps have been taken to develop the Play ground.
- Staff Room/Girls Common Room/General Office room and two other halls have been renovated.
- Steps are being taken to make the Library automated.
- Proposal to establish a smart class room.

6.3.6 Human Resource Management

Faculty members having computer proficiency are assigned with vital academic and administrative responsibilities.

6.3.7 Faculty and Staff recruitment

Guests faculties are engaged by the Management of the college in the departments having inadequate staff

6.3.8 Industry Interaction / Collaboration

The science and commerce students have visited the nearby industries and business houses on study tours for interaction.

6.3.9 Admission of Students

Admission into all undergraduate programmes are carried out under e-admission through Students Admission Management System (SAMS) under department of Higher Education, Government of Odisha.
Admission into BBA, a self financing programme is carried out through academic career and personal interview.

6.4 Welfare schemes for

Teaching	Provident Fund/Gratuity/Pension Scheme/Loan Facility
Non-Teaching	Provident Fund/Gratuity/Pension Scheme/Loan Facility/Fee exemption for wards/ Festival Advance
Students	Group Insurance/Students Aid Fund/Scholarships/PMS form the Government/Tatkal Medical Help

6.5 Total corpus fund generated   Nil

√

6.6 Whether annual financial audit has been done   Yes   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE, Odisha	Yes	Principal
Administrative	Yes	DHE, Odisha	Yes	Principal

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

For UG Programmes   Yes [√]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

University make necessary amendments in the examination system time to time . It has provision to provide photocopy of answer scripts to the aggrieved students on demand.

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

University encourage the affiliated colleges to apply for autonomy status to UGC and Government.

6.11 Activities and support from the Alumni Association

The Alumni are invited to the college to discuss the developmental issues. The Alumni Association meet the Principal and give their suggestion and support for such issues.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association meeting is convened to apprise them about the progress of their wards

6.13 Development programmes for support staff

The support staffs are encouraged to use the computer and internet available in the college to help and carry out the official work.

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

- A beautiful garden has been developed in front of the college building.
- Tree plantation has been planned in front of the college in low lying areas
- Awareness about SWACHHA BHARAT ABHIJAN has been imparted on all stake holders
- Students and staff are encouraged not to use any plastic materials.

Criterion – VII

7. Innovations and Best Practices

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

- Creation of a functional IQAC for implementation of strategic plans.
- Creation of a functional career counselling cell.
- Self defence training for girls students.

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

Plan	Action taken
Proposal to develop infrastructure from various sources	- Five nos. of class rooms have been constructed from college fund. - Open air stage has been constructed from college fund. - One Chemistry laboratory has been constructed from UGC fund. - Class rooms have been constructed at the second floor from UGC fund. - General Office room renovated from UGC fund. - Hall No.34. Hall No.16 renovation work completed by R & B, Division, Rourkela - Common Room for women students and staff room have been renovated. - Levelling work of college ground under process.
Proposal to construct the complete boundary wall	Under process

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

1. Teaching–Learning : A Pleasing Interactive Process

2. Women Empowerment and creation of Better citizens.

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

7.4 Contribution to environmental awareness / protection

- Tree plantation
- No to polythene and plastic
- No to Tobacco

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Strength	: Well communication and excellent faculty members
Weakness	: Inadequate infrastructure
Opportunity	: Ideal centre for UG students
Threat	: Nearby autonomous colleges

8. Plans of institution for next year

- Implementation of Semester system
- Introduction of CBCS
- Introduction of vocational courses
- To develop Wi-Fi campus
- Construction of an auditorium
- Introduction of Basic Computer Education to all the students
- Organising National Seminar in Social Sciences/Basic Sciences
- Applying for Autonomy Status

Name DEBAPRASAD MOHAPATRA

Name   PRASAD KUMAR PATRA

Deba Prasad Mohapatra

Prasad Kumar Patra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

***

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

BEST PRACTICE – I

1. **Title of the Practice** – *Teaching–Learning : A Pleasing Interactive Process*

2. **Goal:** To introduce ICT enabled teaching-learning process along with traditional methods so that teaching becomes a happy experience and learning becomes a reflective exercise to pursue imaginative activities and questions. Inculcating creativity and initiative is possible if students are treated as participants in learning, not receivers of a fixed body of knowledge.

3. **The Context :** Changes in curriculum are made at regular intervals by the affiliating university and made job oriented. The UG students are given ample flexibility in taking elective and honours subjects. Teaching Module, Study Notes and Lesson Plans are prepared for the college and university examination in order to fulfil continuous evaluation process. Some of the topics of curriculum requires ICT tools for lucid and simple explanation.

4. **The practice:**

   ➢ Students are encouraged for Power Point presentation of seminar topics, to take part in debates, field studies and project work. Facilities of Internet browsing are also provided to the teachers and students. Most of the faculty members of Science Departments use LCD projectors and other ICT tools to teach the students. The college gives feedback to the university from time to time in matters relating to courses. These are based on the feedback received from the students and other stakeholders. Senior faculty members of the staff are also the members of the Board of Studies, Conducting Board, Syllabus Committee and other Academic Committees of Sambalpur University and other Autonomous colleges. The students are also enriched with practical knowledge through different experiments/projects beyond the prescribed curriculum.

   ➢ The institution organizes Extra Mural Talk/Seminars, Remedial classes for weaker students, periodical tests and also provides coaching for Entry into Services.

   ➢ The students are also spurred on to participate in out-door and in-door games, sports, athletic meets, University/State/National and International level competitions. These features enhance the overall ambiance of the college. The college develops social responsibilities and promotes citizenship roles among the students by the activities of different statutory bodies like Students' Union, Cultural Forum, NSS, NCC, Red Cross, Eco-Club etc.

5. **Evidence of Success:** The continuous endeavour by the college and all stakeholders in above practice is reflected in the following evidence of successes : -

   - The dropout rate has been lowered substantially.
   - Most of our students have secured positions in top ten of the University Examinations in different subjects.
   - First Class First position in B. Com. Honours has been bagged by our students in the year 2011, 2013, 2014, 2015.
   - Most of the our commerce students have established themselves in different professional courses such as Company Secretary, Charted Accountancy, Cost Accountancy, Management, MBA, MCA etc.

- Our students have also excelled in the field of NCC, NSS, Games and Sports. The students of our college have an excellent track record of winning trophies, cash prizes in different University/State/National level Championship in Hockey, Cricket and other games.
- Some of our students have established as young entrepreneurs in our state and country.
- Most of the students have been appointed by different agencies and some have created the opportunities for others.

6. **Problems encountered and resources required:**

- The infrastructure is inadequate to implement the best practice in toto.
- The faculty members are deprived of interaction sessions with the students due to lack of hostel facilities.
- Shortage of regular faculties.
- Shortage of funds to develop infrastructure.
- Functioning of Higher Secondary classes in our college.
- Lack of proper training for ICT enabled teaching.

7. **Notes :**

- Imbibing a value system among students
- Updating innovative teaching, learning and evaluation methods
- Promoting the use of technology.
- Quality development and promotion through IQAC-Quest for excellence.

BEST PRACTICES – II

1. **Title of the practice :** *Women Empowerment and creation of Better citizens*

2. **Goal :** The clear-cut objective is to create an environment through positive practices for full development of women to enable them to realize their full potential and to serve the community by participating in decision making process in social, political and economic life of the society as well as the nation.

3. **The Context:** Students life at college must be linked to their life out side the college. They must be awakened for empowerment. Legacy of bookish learning continue to shape our system and causes a gap between the college, home and community. Hence both formal and non formal education is required for the growth of the students which leads to an inclusive growth of the community at large. There is a great responsibility on every citizen to pay due attention to the societal problems and try to eradicate these and by doing so one can understand the real meaning of life and grow as a conscious citizen and a good human being.

4. **The Practice:** The women students of our college are involved in various co-curricular and extra-curricular activities in addition to academic excellence. Women students take admission in our college being attracted to the academic and other fields. Their academic excellence is reflected in the results published by the university. In the field of games and sports as well as NCC, NSS, Red Cross activities, a very good number of women students are involved. The student volunteers do an admirable job to help the people during different natural calamities. They carry out different awareness programmes on AIDS, Blood Donation camp, Swachha

Bharat Abhiyan, Law against domestic violence, Traffic and other social evils. Women students participate in Self Defense Programme organized by the college. Our college develops social responsibilities, creates a positive self image, teaches the girls about equal status and promotes citizenship roles among the students by the activities of different statutory bodies like Students' Union, Cultural Forum, Eco/club, Music Club, Odia Sahitya Sansad, apart from, NCC NSS, Red Cross etc.

5. **Evidence of Success:**

- Through better communication skill, women students get exposure to mass media and have joined in journalism and mass-communication programme. Some women students excel in the entertainment world.
- Our students have entered into jobs in Banks, Police, paramilitary services, schools and colleges.
- Some of our students have turned into entrepreneurs.
- In our college 60% of the students are girls, which itself gives the evidence of women empowerment.
- Women have also bagged top-positions in the university examinations in different subjects which are reflected in the departmental profile.
- The women students of our college are regular members of our university team in hockey, football, kabaddi, khokho and have achieved success at All India Inter University Zonal Tournaments.
- Our students have also participated in the Thal-Sainik camp held in New Delhi on the occasion of Republic Day celebration.
- One of our NCC cadets namely Ms. Sakshi Kaur in Republic Day Celebration, 2015 and Prime Minister's Rally has been selected as a part of cultural team for Youth Exchange Programme as an anchor and singer.
- Our cadets of women wing of NCC are regular recipients of Sahara Scholarship.

6. **Problems encountered and Resources required: -**

- Lack of hostel facility
- Tribal girls students commuting from distant rural areas
- Lack of woman instructor for Physical Education, trainer for Self-defence and NCC officer in woman wing.
- Inadequate infrastructure to implement the best practice in toto

7. **Note:-**

- Creating awareness about women empowerment
- Eliminating gender discrimination
- Promoting different extra curricular activities like sports and games, NCC, NSS, Red Cross etc.
- Organizing debates, seminars, extra mural talks to make them functionally literate, to provide them an inner-strength to have a voice in everything.
  Any additional information regarding innovative and best practices which the institutions would like to include.   NIL

MUNICIPAL COLLEGE, ROURKELA, DIST-SUNDARGARH, ODISHA-769012

Email-municipalcollegerkl@gmail.com, Tel-0661-2501838

Website-www.municipalcollegerkl.com

ACADEMIC CALENDAR FOR THE SESSION 2014-15

SL. NO	EVENTS	DATE
1	REOPENING OF COLLEGE	17.06.2014
2	START OF CLASSES OF +3 II ND YR & III RD YEAR	18.06.2014
3	ADMISSION IN TO +3 I ST YEAR CLASSES	JULY II ND WEEK.
4	START OF +3 I ST YEAR CLASSES	AUGUST 3 RD WEEK
5	ADMISSION FOR HONOURS SUBJECTS	I ST WEEK OF AUGUST
	SCHEDULE F OF MONTHLY TESTS	
6	I ST YEAR(PASS/HONS)	SEPTEMBER III RD WEEK NOVEMBER III RD WEEK JANUARY III RD WEEK FEBRUARY III RD WEEK
	II ND YEAR(PASS/HONS)	JULY III RD WEEK AUGUST III RD WEEK SEPTEMBER III RD WEEK NOVEMBER III RD WEEK
	III RD YEAR(PASS/HONS)	SEPTEMBER 4 TH WEEK
7	COLLEGE UNION ELECTION	DECEMBER –II ND WEEK
8	TEST EXAMINATION	DECEMBER III RD WEEK
9	COLLEGE LITERRARY & OTHER COMPETITION	JANUARY II ND WEEK
13	ANNUAL SEMINAR	
	UNIVERSITY EXAMINATIONS	
11	I ST YEAR	APRIL IIIRD WEEK
	II ND YEAR	MARCH III RD WEEK
	III RD YEAR	MARCH I ST WEEK
12	DEPARTMENTAL SEMINAR	EVERY SATURDAY
10	COLLEGE FUNCTION	JANUARY 3 RD WEEK

Principal
Municipal College, Rourkela.