



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		WOMEN'S COLLEGE KHURDA
Name of the head of the Institution		Dr. Subas Chandra Hota
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		05755296255
Mobile no.		9439815066
Registered Email		womenscollegekhurda@gmail.com
Alternate Email		sn060464@gmail.com
Address		SAMANTARAPUR KHURDA
City/Town		KHURDA
State/UT		Orissa
Pincode		752055
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Sabita Nayak
Phone no/Alternate Phone no.	06755296255
Mobile no.	9439815066
Registered Email	womenscollegekhurda@gmail.com
Alternate Email	sn060464@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://wdck.ac.in/upload/622edfd291302.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://wdck.ac.in/upload/622ee06391fee.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	70.90	2006	21-May-2006	31-May-2011

6. Date of Establishment of IQAC	01-Apr-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Exhibition on academic Environmental	18-Nov-2018 1	20
Conducting academic audit	30-Aug-2018	3

	1	
Regular conducting of IQAC meeting	30-Jun-2018 1	7
Timely preparation of academic calendar	18-Jun-2018 1	7
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Pedagogical Improvement: Teaching learning by introducing student centric tools. 2. Restructuring examination system for continuity and improvement. 3. Promotion of an ecofriendly inside the college campus. 4. Conducting review on the co curricular and extracurricular activities of all committee related to administration, accounts exams, infrastructure faculty development etc.

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

Plan of Action	Achivements/Outcomes				
Upgradation of Campus facilities like Lighting, Water supply, Electrification, New Cycle stand for students.	Done				
Delivery of curriculum in organised way	Publication of academic calendar, Distribution of syllabus among the faculty, Timely distribution of time table to the faculty and students.				
To organise Swachaa Bharat Abhiyan for campus cleanliness	To organise to realize to maxim of "Cleanliness" is Godliness				
To organise Annual Sports Meet during the academic year	Done				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Staff Council</td> <td style="text-align: center;">09-Jul-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Staff Council	09-Jul-2018
Name of Statutory Body	Meeting Date				
Staff Council	09-Jul-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	23-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The institution is successfully using its management information system to help a lot in smooth functioning of the college administration. This MIS is capable of handling the modules i.e. Student Admission, Pay Role, Examination etc. Students attendance, continuous internal assessment marks, purchases of various requirement of departments are effectively and efficiently managed. Admission of students in different wings are also made through the Student academic Management System.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

New system of curriculum (CBCS) was framed by RDWU University in the session 2016-17 and it is implemented in our institution above said year as per the rules framed by the University. This curriculum is based with comparison to other Universities of the nation. Our college has implemented this curriculum with well planned manner with detailed documentation process. At the beginning of the academic year, college as well as each teacher prepares a early academic calendar accommodating the whole curriculum designed by the University to need of the students. All the teachers have a well planed lesion to carry out whole course in the year. The academic calendar approved by the head of the institution with modification if any. Each teacher is allotted to take maximum 30 classes per week. Progresses register and student attendance is also maintained. The shortage of faculty members is also adjusted by appointing guest faculties. All the mechanism governed by the college are verified and discussed in different forums such as IQAC, Staff Council etc. All the Mid semester exam are conducted in scheduled dates and papers are evaluated by the departmental teachers. The whole process is done with fully confidential manner.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nill	Nill	Nil	0	0	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics	28/07/2017
BA	Education	28/07/2017
BA	Psychology	28/07/2017
BA	Home Science	28/07/2017
BA	Odia	28/07/2017
BA	History	28/07/2017
BA	Pol Science	28/07/2017

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

Certificate	Diploma Course

Number of Students

0

0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
AECC, EVS, Communicative English	01/06/2015	432
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>The feedback is collected from students, parents and teachers which is one of the essential parameters to evaluate institutional growth and to redesign the systematic deficiencies. For that the institution obtains feedback on regular basis from different stake holders. Students feedback: The feedback is taken on the general facilities given by the college-on canteen general hygienic and cleanliness of the campus. The other problems of the students which required management decision are put up before the chairman are done accordingly. Academic feedback is also taken monthly from the students regarding the standard of the faculties . In this academic year it is observed that the students have higher degree of satisfaction on quality of teaching, practical examination, evaluation work, interaction with the teacher out side the class room etc. Parents feedback: The teacher parents meeting is held twice in a year. Parents express their satisfaction for providing opportunities in sports and games to their wards. So far the cleanliness, sanitation, canteen, water facilities are concern as brought a positive response. Faculty feedback: The faculty feedback focus on 100 syllabus coverage, proctorial class and departmental seminars.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons	151	Nil	151

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	432	0	26	0	26

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
23	3	1	2	0	1

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

Student mentoring system is one of the best practices of this institution in our college, a class comprises of 16 students from proper supervision each class is divided in to groups. One subject teacher from the respective stream remains in charge of group. There is cordial relationship between the proctor and the students. The teacher gives the standard Bio-data forms to the students which contains students' personal / physical/ academic information. The mentor analyses the forms and solves the problems and any other constraints most related to academics. The mentor also judges the potentiality and field of interest of students. She gives effort to explore hidden talent of the student and tries to make them excel I in their field. The students of the group are encouraged to participate in various competitions related to quiz, essay, debate, dance, song etc. Mentoring system thus helps to improve personal and academic aspects of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
432	26	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	20	3	3	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6	31/03/2019	30/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has adopted various activities for internal development of the students and evaluation of the progress made there in from time to time. Extramural classes are being organised to boost the moral strength of the students which help them to become good citizen of the country. The Students subject knowledge is assessed through classes room performances, regular submission of assignment and punctuality and personal interactions. Maximum importance is given to the classes room interaction and co-curricular activities of the students. Remedial doubt clearing classes are conducted for relatively weaker students.

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

Academic calendar for the session 2018-19 was prepared on the basis of common minimum standard programme of the state govt. which is available college website and adhered as follows: Firstly the university examination (Semistar and Year end semester) was conducted as per the calendar with a little modification as when required by the university to meet the end of the students. The examination process (Both Practical Theory) was completely based on roles and regulations of the university. The institution tried to maintain sinctity in examination system so that no minimal complain lodged against examination as well valuation process. Secondly other related matters such as different students activities like sports, cultural, annual function conducted as per the academic calendar with the help of prof. incharge of the same activities. Thirdly the college has also undertaken the publications and distributions of the calendar. Fourthly all the activities (curricular and extra-curricular) of the staff member also done. Fifthly we organised extra mural classes and seminars accordingly.

2.6 – Student Performance and Learning Outcomes

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

<http://www.wdck.ac.in/index.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
R03	BA	EDUCATION	15	15	100%
R03	BA	HOME	16	10	62.5%

		SCIENCE			
R03	BA	ODIA	16	13	84%
R03	BA	PSYCHOLOGY	13	11	85%
R03	BA	POL SCIENCE	14	14	100%
R03	BA	ECONOMICS	12	12	100%
R03	BA	HISTORY	15	11	73%
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2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	0	0
International	Nil	0	0
No file uploaded.			

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

Department	Number of Publication
Odia	2
No file uploaded.	

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

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2019	0	0	0
Nil	Nil	Nil	2018	0	0	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	0	0	4
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National integration camp at Shree University	NSS	1	10
National Voters Day	NSS	1	20
International Day	NCC	1	30

against corruption awareness			
Swachha Bharat Abhiyan Rally	NCC	1	30
Republic Day Parade	NCC	1	30
National Energy Conservation Day	NCC	1	7
World Animal Welfare day	NCC	1	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	0	Nil	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
YRC	YRC	AIDS Awareness Day	2	20
NSS	NSS	Swachh Bharat Awareness	1	20
No file uploaded.				

3.5 – Collaborations

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

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

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

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

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
320000	320000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	860	156767	0	0	860	156767
No file uploaded.						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existin	7	1	7	0	0	3	4	100	0

g									
Added	0	0	0	0	0	0	0	0	0
Total	7	1	7	0	0	3	4	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

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

Our college imparts UG courses in arts to the students. All the laboratory classes are conducted by our efficient faculty members. The laboratory is upgraded in terms of infrastructures as well as equipment required by the students. The laboratory and equipment are properly maintained by the supporting staff. The college has library in which around Eight Thousands Text Books and 918 reference books for the benefit of our students and staff. Attempt has been made from the college for the automation of the library. The accession registers, stock registers, issue register are maintain meticulously under the guidance of librarian and staff members. All the admissions, filling of forms and different scholarship of the students are going on online system thorough Student Academic Management System Govt. of Odisha. Different sports activities like inter and intra college tournament regularly conducted throughout the year. Every year Annual Athletic Meet is organised by the college during winter season. Regular maintenance of the building and other physical facilities are done by fund generated from student development fees.

<https://www.wdck.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	POST MATRICE	20	Nil
b) International	Nil	0	0

No file uploaded.

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counseling	25/01/2019	432	College level
Yoga	15/11/2018	60	NSS and NCC
Remedial Coaching	15/11/2018	40	Teachers of the Institution
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Nil	0	0	0	0
2019	Nil	0	0	0	0
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	0	Nil	Nil	Nil	Nil
2018	1	BA	Education	Utkal University Vani Vihar Bhubaneswar	PG
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	0
Any Other	0
NET	0
SET	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Athletic Meet	Institution level	60
Kho-Kho Tournament	University Level	1
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	Nil	Nil	Nil	Nil
2018	Nil	Internat ional	Nil	Nil	Nil	Nil
2019	Nil	National	Nil	Nil	Nil	Nil
2019	Nil	Internat ional	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representation is there in committee of the institution like internal Quality Assurance Cell(IQAC).One of the Degree 2nd Year Arts Students, Gayatri Behera bearing Roll No-BA17-003 and Mob No-7978938021 is represented since 2018. She has actively participated in the meetings of IQAC and suggested about timely publication of examination result. This process of students' participation in IQAC would continue to facilitated smooth management of institution. As per the direction of govt. Union Election had been banned from the session 2017-18, Hence there is no student council. But in all the departments students representatives elected as Seminar Secretary, Asst Seminar Secretary and class representative. They take active part in all the departmental activities like organisation of departmental Seminar, Competitions and other curricular activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

All the activities of the institution go through a planned decentralization and participation process. The fund generated by the institution or granted by external agencies such as state/central govt. is utilized using a decentralization mechanism. The fund obtained is fast distributed at different heads by budget committee of the college. As per the direction of the said committee, the work is executed through construction committee by internal/external agencies. Similarly all the teaching and learning process such as students seminar, parent-teacher meet, students mentoring system are decided by the IQAC. A regular staff council meeting is also held for sensitization of staff members in this regard for betterment of the students. In above two process, participation of govt. agencies, staff members is mandatory.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	Our college has seven no of departments. The institution adopt different measures to support both advance and slow learners. The faculty members are highly qualified with effective teaching skills. Remedial classes are held in due interval.
Examination and Evaluation	The whole UG Course consists six semesters and six mid semesters exam.to improve the standards of the students. The exam systems completely controlled by RDW University. The evaluation system for mid semester as well as end semester is based on the guideline of University. At each end semester the papers are evaluated and the marks are communicated to the students through online process. Renovation of examination system with online improves the maintenance of records especially mark sheets, verification and preservation of records.

Research and Development	Faculty members are motivated to apply for any minor/major research project of the UGC. The institution allows the faculty members avail study leave in case of their selection for research and project. Regular departmental seminars are also conducted.
Library, ICT and Physical Infrastructure / Instrumentation	The college has library facilities for students with text books, reference books, news papers and reading room. It has a policy of prevention and post maintenance activities like periodic check of electricity, water installation equipment, garbage disposal etc.
Human Resource Management	The institution function with a well articulated vision towards Human resource Management, Decentralization of Administration. The process of shifting to e-governance through online admission, salary through HRMS, leave application through/website.
Admission of Students	The admission of the students is regulated online mode by SAMS eadmission portal Department of Higher Education, Govt. of Odisha with students own choice regarding the subject and mark basis.
Curriculum Development	The curriculum of our college has been designed by RDW University as we are constituent affiliated institution of University. Now we are adopting CBCS patern from 2016-17 as approved by University. Its is also changed from time to time by the University through its academic council and board of studies to meet the need of the students. We are preparing the academic calendar for both institution as well as individual teacher in the beginning of the session. All the staff members are updating their lesson plan and progress register regularly which is verified by HOD of the concerned department and principal. Extra effort are also taken to hold doubt clearing classes

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

E-governace area	Details
Student Admission and Support	All the admission process of the college is done through Students Academic Management System (SAMS) its include the call of applications of the

	students, their selection, admission and transfer by obeying all the reservation rules. This is completely transparent as done through online process which is also available throughout the year in the Govt. website for public information.
Planning and Development	The Institution has its own mechanism in the development of infrastructure through well-planned in e-Governance system. All the developmental works such as construction of building, maintenance, purchases of books, and other items are executed through online quotations.
Examination	All the examination related matters of the institutions such as filling up forms, evaluation of answer script, entry of marks, issue of certificates and publications of results for all the mid-end semesters are maintain RDW University web portal. This portal helps for rechecking of marks by any student if necessary. The result of all the semester are also available in this web site through out the year and its also so link to our college website.
Administration	All the administrative works such as communications of all matters to the govt. through HEI Portal, UGC website, etc., disbursement of salary and GPF of the employees through HRMS, all the important information of the college Administration is put before GB, IQAC Members, through college website, e-mail, whatsapp etc.. The college equipped with high speed internet, which held to perform such activities in a smooth manner.
Finance and Accounts	All the finance matters of the institutions are completely transparent as all the payments are made through account payee cheques. The account details of the college are maintain by the internal and external audits and these are managed through nationalize banks.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2019	Nil	Nil	Nil	0
2018	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

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

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, EPF, GIS, Study leave for research work, Medical leave for medical necessity, Maternity Leave, Financial help to the members in the case of urgency inf the form of advance salary	GPF, EPF, GIS, Medical leave for medical necessity, Maternity Leave, Financial help to the members in the case of urgency inf the form of advance salary	SHG

6.4 – Financial Management and Resource Mobilization

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

The financial Audit of the institution is continuously done annually by following all the transactions. At the beginning of the financial year the draft budget is prepared and put up before the budget committee. Then it is placed before president Governing Body for approval. Apart from the students fund utilization and revenue, and contingency expenditure, emphasis is given for utilization of the development fund or infrastructure development. There is mechanism for internal and external Audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Regional Director of Education	Yes	Principal and Academic Bursar
Administrative	No	Nil	Yes	Principal and Administrative Bursar

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

Parent-teacher meeting is usually organised twice in a year. 1. According to DHE guideline parent teacher meeting is organised in the month of October 2018. The parents were ventilated with the development of their wards. 2. Suggestion for Hostel and Canteen amenities. 3. The feedback received from the parents were put before IQAC regarding more no of taking doubt clearing classes for low receiving students. 4. Monitoring of students attendance to enhance their presence in the class.

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

Supporting staff is encouraged to attend training programme as and when organised by the govt. or Universities and other agencies from time to time in matters relating to accounts, Administration, Admission and Examinations Procedure and reforms 1. Office management skill is more emphasised 2. Campus beautification for the session is given priority.3 Computer skill development is encouraged to support staff.

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

1. IQAC became more productive regarding the academic and constructive works of the college. 2. Different cells like anti harassment, women empowerment programme are held. 3. Social forestry project started inside the campus..

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
2018	Regular Conducting IQAC Meetings	03/02/2018	03/02/2018	03/02/2018	7
2018	Organizing Seminars	25/01/2018	25/01/2018	25/01/2018	17
2019	Seminar on Man and Women Relationship Management and counseling	20/02/2019	20/02/2019	20/02/2019	24
2019	Seminar on Carrier Counseling and Mind Set	25/01/2019	25/01/2019	25/01/2019	48
2019	Conduct of Annual Sports	12/12/2019	12/12/2019	12/12/2019	140
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

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

Percentage of power requirement of the University met by the renewable energy sources
<p>Environmental studies is a part and parcel of our course of studies As ability Enhancement Compulsory Course (AECC) for all the students to make them aware about the main constituents of Polluting materials of the Environment. Plantation is main moto of our institution which is regular feature of our college Environmental consciousness 1. Plastic free college campus. 2. Use of LED Bulb instead of Normal Bulbs. 3 Use of generator.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	and contribute to local community					
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Non-teaching	07/09/2018	Like the teaching staff non-teaching have a significant role to play in making and educational institution successful. Womens College, Khurda, has formulated ideal code of conduct for all non-teaching staff members. They have to ensure to their presence by 7:30 AM till 5:00 PM using Bio-Matric .All the files must be routed through Head Clerk. All members are advised humbly to cooperate the administration in all activities assigned to them. The Head Clerk is required to ensure to activities of the watch man, sweepers etc.
Code of conduct for Students	07/09/2018	As Womens College Khurda is oldest institution for the girls provides quality education in pleasant surroundings. The college imparts meaningful, value based education to the students. Classes start from 9:15 AM to 3:15 PM in all working days. Identity Card Issue to every student. Student are advised to come by 9:00AM with their Identity Card and prescribed dress code. They are also advised to keep the institute neat and clean and maintaining discipline in the college campus.
Code of conduct for Teacher	07/09/2018	Teacher should discharge their

responsibility in accordance with the established rules outline by the higher authority. Teachers will have to execute both academic and non-academic responsibilities like conducting admission, examination and college seminars. They should participate in extra curricular activities which will generate a holistic development and congenial relationship with students. Teachers must maintain ethical behaviour in professional practice by accurately representative certification, licences and other qualification details. There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teachings.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Worlds AIDS Day	01/12/2018	01/12/2018	25
Republic Day	26/01/2019	26/01/2019	75
International Yoga Day	21/06/2018	21/06/2018	32
Teachers Day	05/09/2018	05/09/2018	120
International Girl Child Day	24/01/2018	24/01/2018	100
Vigilance Awareness Day	25/10/2018	25/10/2018	120
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Students and employees are advised to protect greenery and to plant more saplings. 2. NSS Volunteers and NCC cadets are engaged to pick up the plastic garbage from the campus to dump them in the sewerage yard. 3. Volunteers and students are always active for the cleanliness of class rooms. 4. Campus beautification programme are also held from time to time.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. To give the students an idea about the beauty and expressiveness of English language. It is found that the students are not good comprehending ideas and wise sayings. Most of them have come from odia-back ground primary and secondary schools and so do not have enough exposure to English language. Further this practice is followed to improve their grasping and assimilating power. Teachers are asked to devote at least five minutes to giving the students sentences containing some noble and educative ideas. 2. They are advised to participate in out reach activities enveloping social problems and issues.

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

<http://www.wdck.ac.in/upload/625124a7cb497.pdf>

7.3 – Institutional Distinctiveness

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

Students are key to the academic arch of teaching and learning classes of a society. In higher education domain they are the inseparable part of academic and administrative ambiance. In our institution top most priorities is given to students teachers relation. Teachers play a vital role in shaping and building the inherent the potential to the students. They treat the students as own children and maintain a friendly and cordial relation with them. The psychology of the young mind is read by the teacher as their philosopher and guide. In addition of maintaining a good teaching atmosphere they also try to study their attitude and behaviors. Students are very open in their views and critics in front of their teachers. They give proper respect and try to behave benevolently. During any programme or function or meeting, students maintain discipline which is always praised by external visitor and speaker. Thus, the student-teacher relation is the more source of success of the institution.

Provide the weblink of the institution

<https://www.wdck.ac.in>

8.Future Plans of Actions for Next Academic Year

Formation of eco club 2. Environmental Audit 3. Procurement of laboratory Instrument under CBCS curriculum 4. To set-up a computer lab with minimum 20 computers for easy access of students. it is also decided to provide Inter net connection to different departments of institution for the use of laptop -desktop for smart class provision. 5. To set up solar system to save energy and to perform other official works by using green energy. 6.To introduce new certificate courses on Music, Dance, Food Technology, Tailoring, Spoken English to enhance the scope of self employment of the students. 7. To establish different centers namely carrier-counselling cell, placement cell to facilitate to develop sports activities as well as career opportunities for the students. 8. Expansion of play ground in the college campus: The college play ground which caters the athletic and sports needs of nearly 950 students, the accommodation for this purpose very small. To expand the play ground a proposal has been sent to President GB, Womens Degree College, Khurda. 9.The renovation of college canteen: The existing canteen being a very small the students cannot there so the necessity of the canteen is barely needed.