



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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.	06755296255	
Mobile no.	9439815066	
Registered Email	womenscollegekhurda@gmail.com	
Alternate Email	sn060464@gmail.com	
Address	Samantarapur, Khurda	
City/Town	Khurda	
State/UT	Orissa	
Pincode	752055	
<b>2. Institutional Status</b>		

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)	<a href="http://www.wdck.ac.in/upload/6253be802c210.pdf">http://www.wdck.ac.in/upload/6253be802c210.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.wdck.ac.in/upload/624be75160779.pdf">http://www.wdck.ac.in/upload/624be75160779.pdf</a>

### 5. Accreditation Details

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

### 6. Date of Establishment of IQAC

01-Apr-2012

### 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
Extension Services/Field studies of different department	20-Jan-2020 4	14

Regular Conducting IQAC meeting	22-Jun-2019 1	10
Restructuring Examination System	18-Jun-2019 1	250
Internal Financial Audit	29-Jun-2019 1	4
Regular Conducting IQAC Meeting	25-Jul-2019 1	10
Regular Conducting IQAC Meeting	28-Jan-2020 1	10
<a href="#">View File</a>		

**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	2020 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. Performance enrichment programme (PEP) for students 2. Preparation of revised Question Bank as per CBCS System. 3. Involving more and more students in social expansion activities. 4.. Creation of Academic Calendar to provide proportionate emphasis to the personality and knowledge development to the students. 5. IQAC has facilitated to grater spread up information and transparency by ensuing constant updation at institution website.

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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	Achievements/Outcomes
Supporting advance learners	Advance learners are guided to participate in different competitions.
Promoting cultural programmes	In this academic year cultural committee in collaboration with IQAC organised various cultural competitions such as Singing, Dancing, Jhoti etc.
To register in Earnet India for new official Web domain under www.wdck.ac.in nomenclature.	College get registered in Ernet India for new web official web domain.
Restoration work after cyclone FANI	The extremely severe cyclonic storm FANI devastated the state of Odisha on third may Two thousand Ninteen. The IQAC took special care for the restoration of college campus as well as the building. It was completed around June and July.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Staff Council	01-Jul-2019

**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

02-Dec-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college has a well developed website containing all important information relating to admission, examination academic calendar,

notifications, staff profile etc. On line admission degree students in Arts through Student Academic Management System (SAMS). As the part of e-governance of govt. of odisha, edespach system is adopted for all official communication. Form fill up for the Semester Examination is executed through online mode. Arrival and departure of academic and non academic employees of the college are maintained Biometrically. In order to remain connected the college has a WhatsApp group on which all notices, circulars, official letter, communication from govt. and university are uploaded. Each department has its own whatsApp group for connectivity with the students. Midsem mark also uploaded on online basis.

## 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

The institution follows the curriculum designed by Ramadevi Women's University, Bhubaneswar (RDWU). At the beginning of every academic year, all the departments chalk out lesson plan which includes lectures' hours and topics to be taught and other co-curricular activities to be conducted during the year. The heads of the departments distribute the syllabi among the faculty members of the departments. The faculty members are also given lesson plan. In which they chalk out their teaching plans for the term. They complete the syllabi within the stipulated time. If any faculty faced to finish the syllabi he/she has to arrange special classes. As our college is affiliated to RDWU new system of curriculum (CBCS) which framed by the University. The institution receives regular circulars letters and e-mails from the University regarding the changes and modification in the curriculum. Courses in all subject offered by the University have been updated and made relevant in consonance with the University which ensures the development of practical skills based on theoretical knowledge, problem solving, field studies, industrial visit etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Tailoring	Nil	01/08/2019	365	Nil	Nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ECONOMICS, EDUCATION, PSYCHOLOGY, HOME SCIENCE, ODIA, HISTORY, POL SCIENCE	28/07/2017

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

	Certificate	Diploma Course
Number of Students	10	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
SCC, AECC, EVS,	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
BA	Education department- Voice for all children	60
BA	History Department-The Black Pagoda	40
BA	Home Science Department- Field Study in Britania Company	62
BA	Psychology department- Field study to Jewels International Chatana College, Bhubaneswar	58
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
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
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 obtain 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 and 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 teachers-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 concerned as brought a positive response. Faculty feedback: The faculty feedback focus on 100 syllabus coverage, proctorial class and departmental seminars. Students are supported through remedial coaching class and mentoring. They are encouraged to participate in seminars. The mentors take all the possible steps to support the students.

## 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	128	600	128
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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	128	0	18	0	0

### 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	Numberof smart classrooms	E-resources and techniques used
18	18	1	8	0	4
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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Women’s College, Khurda, has developed mentor-mentee system with approachable, experience, committed, implementer, who provide students with confidential, transparent, practical, and impartial information service and advice. The mentor keeps a track of the progress of the students assigned to her and each aware of the back ground situation of the students. At the commencement of the academic year, necessity for the proctorial classes are made in the time table as per Govt. Rule. Course specific advice is given by faculty members. Notwithstanding the Covid-19 Pandemic and the lock down since March, 2020, Student-mentoring system was

facilitated and continue on online quite remarkably and successfully. Academic counselling is available for all students. The students are mentored at the time of admission on the nature and prospectus of the discipline that the wish to choose. Later the new entrants are mentored at the time orientation. Doubt Clearing Classes, led by the teachers in respective subject.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
128	18	1:7

## 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	18	5	0	6

### 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
2019	Nil	Nil	Nil
2020	Nil	Nil	Nil
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	R03	6	24/09/2020	03/11/2020
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college being affiliated under of Rama Devi Womens University, it follows the evaluation process as envisaged by the University. Our Institution conducts Mid-term Examination twice in each academic session and the scripts after thorough evaluation by the concerned teachers, the marks are uploaded in the University Website. Besides the Mid-sem Examinations, monthly test are also conducted to observe the performance of students and results of such tests are communicated to the parents along with record of their attendance. The department also prepared question bank containing the University model. Instant examinations are also conducted during the class. As per the rule of the institution a student must attend above 75 attendance in each subject. In every week a seminar period is given in the time table for presentation of a core related topic. During lock down following Covid-19 Pandemic, online assignment were taken from the students. Its worth reporting that despite the several problems that some of the students faced with regards to WiFi or internet connection, not having laptops, the submission of assignments was almost 100.

The college adheres to the factors of the students attendance in all assessment, which serves as an incentive for regularity in academic discipline. During lock down the internal assessment data was up loaded on the university



portal.

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

Academic Calendar for the session 2019-20 was prepared on the basis of Common Minimum Standard(CMS) guidelines of the UGC state govt and RDW University which is available in college website adhered to as follows: 1. The University Examinations (Mid-Semester/ Year End Semester) was conducted as per the calendar with a slight modification when required by University to overcome the genuine problems arising during the period. But for this session the whole examination process was delayed due to present pandemic situation. 2. Other related matters such as student activities like sports, cultural and annual function were conducted as per the scheduled date replicated in academic calendar. 3. The college observed important days like its Commemoration Day, AIDS Day, all National Days, Ganesh Puja, Sarswati Puja, Guru Divas etc. 4. The college has published the college calendar for this session. 5. The college upholds great tradition of welcoming the new comers to the departments and bidding farewell to the out going students. 6. We undertook some awareness programme through NCC, YRC and NSS. 7. Due to pandemic situation classes and examinations are conducted on online mode as per the direction of the govt.

## 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/agar.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	23	23	100
R03	BA	HOME SCIENCE HONS	24	21	87
R03	BA	PSYCHOLOGY HONS	24	24	100
R03	BA	ECONOMICS HONS	16	15	94
R03	BA	ODIA	24	20	83
R03	BA	POL SCIENCE	15	15	100
R03	BA	HISTORY HONS	15	14	94

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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)

<http://www.wdck.ac.in/upload/627b2d525e999.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	Nil	Nil
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### 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
Indian Foreign Policy	Political Science	27/11/2019
Draft National Policy on Education-2019: Issues and concern	Education	14/02/2020
Financial Market in Indai	Economics	12/01/2019
Man Women Relationship Management and counselling	Home Science	20/02/2019
Mental and Health of Students A Psychological Perspective	Psychology	08/02/2020
Human Resource Development and Introspection	Economics	07/02/2020
National Policy on Education for quality improvement(Webinar)	Education	08/11/2020

#### 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
Nil	0
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### 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	Nil
Nil	Nil	Nil	2020	0	0	Nil
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	5	3	6
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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
Swachha Bharat Abhiyan	NSS	2	60
International Yoga Day	NCC	1	30
Plantation Programme	NCC	1	30

World Television Day Essay Competition	NCC	1	8
National Disaster Day Painting Competition	NCC	1	7
International Day against Corruption	NCC	1	30
EK BHARAT SHRESHTHA BHARAT PROGRAMME	NSS	1	3
National Integration Camp	NSS	1	2
Participation of Republic Day Parade	NSS	0	1
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NCC	Swachh Bharat Awareness	2	50
Aids Awareness	NCC	Aids Awareness	1	20
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### 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	Nil	Nil	Nil	Nil

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
UNITED SCHOOL OF BUSINESS MANAGEMENT	01/07/2019	EXCHANGE OF ACADEMIC INFORMATION AND MATERIALS	2
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
770000	41296

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or 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	7845	Nil	860	156767	8705	156767
Reference Books	918	Nil	0	0	918	0
<a href="#">View File</a>						

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
Existing	7	1	7	0	0	3	4	100	0
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
300000	0	400000	41296

#### 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)

Policies and procedures are in alienable part of every institution. Our institution has been taking constructive measures for maintaining and utilising physical, academic, sports facilities, library, computers through proper procedures on policies. The college has 20 class rooms with proper electric facilities and has been maintain by college administration. The college has 7 numbers of computers with internet facilities and regular attention being given for maintaining and upgrading the machine. The library is kept open during the college hours and accession register, stock register issue register are maintain meticulously under the guidance of librarian and other staff members. There is separate register for staff members which records the issue of book to them. Maintaince work of building and furniture is generally undertaken by the construction committee of the college. Repair/maintance work of equipments, computers, power and water supply systems etc. are done periodically. More ever as when need for immediate repair work is reported by the concerned department or section , steps are taken to execute the work soon. The policies of the college has been framed with an objective to empower the girls students through a regular self defense training programme.

### 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 MATRIC, MINORITY SCHOLARSHIP	20	Nil
b) International	0	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	27/01/2020	60	Teachers of the Institution
Remedial Coaching	09/11/2019	30	Teachers of the Institution
Yoga	16/11/2019	60	NSS and NCC
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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
2019	NIL	0	0	0	0
2020	NIL	0	0	0	0
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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
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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	1	Womens College Khurda	Home Science	IGNOU	Library and Information Science
2019	1	Womens College, Khurda	Odia	Odisha State Open University, Sambalpur	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
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
No file uploaded.	

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	60
Debate Competition	Institution	7
Essay Competition	Institution	5
Jhoti Competition	Institution	20
Song Competition	Institution	15
Kho-Kho	Institution	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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nil	Nil	Nil	Nil



2020	NIL	International	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). Two students namely Gayatri Behera bearing roll no-BA1703 and Mob No-7978938021 and Himadri Tanaya Srichandan bearing roll no-BA18-014 Mob No-7787058637 are represented actively in IQAC Cell. This process of students' participation in IQAC would continue to facilitated smooth management of institution and suggestion about timely publication of examination result is taken in to consideration. 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

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 :

Two meetings held on 7-12-2019 and 21-12-2019

### 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)

Policy making and policy implementation are the two components of college administration. Department of Higher Education Govt.of Odisha and Governing Body of the college are two stake holders in the policy making process. The principal of the college is the members secretary of the GB. Two senior most faculties and non-teaching staff represent the teaching and non-teaching community respectively in the GB. Other members of the GB are nominated by the president from among the Educationist, Social workers, Bureaucrats, etc. Generally those who have are interest in women education. GB is the highest policy making body for the college where discussions were taken after threadbare discussion point-wise. The co-curricular activities of the college are distributed among the staff members democratically through the process of consultation, experience and expertise of the faculties. At the beginning of the session, principal assigns different activities such as examinations, admission, budgeting, maintenance of infrastructure, construction, sanitation, preparation of college calendar, Time table, purchasing etc. to different committees. Each committee is given full financial and administrative autonomy to function within its jurisdictions. There are some body NSS, YRC, Athletic

Council where student representative find that place. The senior most faculty of the departments take the responsibility of Headship. She is the link pin between the students faculties and principal.

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
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.
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. The best and fair examination pattern is followed in our college.
Teaching and Learning	Our college has seven no of departments. The institution adopts different measures to support both advance and slow learners. The faculty members are highly qualified with effective teaching skills. The time table committee of the college headed by a senior faculty prepares a time table at the beginning of the academic session. Each department distributes classes in a democratic way. The teachers assess the students on the basis of attendance, internal exam active participation in the class room. On the basis of the mark secured, slow learners and advance learners are identify.
Curriculum Development	A well planed curriculum is the most important identity of any educational institution. Our college has strictly followed the curriculum of RDWU as its affiliated to it. 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

Admission of Students

The admission of the students is regulated online mode by SAMS e-admission portal Department of Higher Education, Govt. of Odisha with students own choice regarding the subject. It includes the call of applications of the students, their selection, admission, and transfer by obeying all reservations rules. This is completely transparent as its is done through online process which is also available through out the year in the Govt. website for public information.

Human Resource Management

An ideal SOP for both teaching and non-teaching staff has been design by our college. Our institution function with a well articulated vision towards Human Resource Management in which staff attendance is maintain regularly for arrival and departure of the staff members. Leave register is also maintain properly. The process of shifting to e-governance through online admission, Salary bill of GIA staff are prepared by HRMS, Odisha. CCR of each staff is maintain by the authority. 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.

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.

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

E-governance area	Details
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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 maintained by the internal and external audits and these are managed through nationalize banks.
Student Admission and Support	All the admission process of the college is done through Students Academic Management System (SAMS). It includes the call of applications of the students, their selection, admission and transfer by obeying all the reservation rules. This is completely transparent.
Examination	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.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.
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.
Administration	All the administrative works such as communications of all matters to the govt. through HEI Protal, 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, email, whatsapp etc.. The college equipped with high speed internet, which held to perform such activities in a smooth manner

### 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
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2020	Nil	Nil	Nil	0
2019	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)
2019	Nil	Nil	Nil	Nil	Nil	Nil
2020	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
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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, Study leave, GIS, Medical Leave	GPF,EPF, GIS, Medical leave	Scholarship for SC/ST

## 6.4 – Financial Management and Resource Mobilization

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

At the beginning of the Financial Year the track budget is prepare and put up before the budget committee. After it is past by the budget committee, its placed before the President GB for approval. Apart from the student fund utilization and revenue and contingencies, emphasis is given for utilization of the development fund or infrastructure development. There is mechanism for both 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	NIL
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## 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	No	Nil	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)

The parent parent-teacher is usually organised twice in year. According to DHE guideline the parent-teacher meeting is organised in the month of October. The parents were ventilated with the development of their wards. 2. Regular visit of parents to the college to ensure their wards activities. 3. Attendance of the students and the performance in each Mid-End-semistar examination were communicated to them regularly. 4. Suggestion regarding improvisation of both departmental and central library facilities is accepted.

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

The principal of the institute encourages and supports involvement of the staff members in improving the effectiveness and efficiency of the institution processes by giving free hand. Staff members are given permission ungrudgingly to participate in different academic events in and outside campus. Study leaves and duty leaves are sanction for the said purpose.

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

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 initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Conducting of IQAC meeting on virtual mode	08/05/2020	08/05/2020	08/05/2020	7
2020	Awarness programme for Covid-19 appropriate behavior	20/04/2020	20/04/2020	25/04/2020	300

2020	Departmental Classes taken online mode	08/05/2020	01/06/2020	30/04/2021	432
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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	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2020	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 staff and Student	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

		<p>of conduct for all nonteaching 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 co-operate the administration in all activities assigned to them. The Head Clerk is required to ensure to activities of the watch man, sweepers etc.</p>
Code of conduct for Students	07/09/2018	<p>Code of conduct for Students As Women's 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.</p>
Code of conduct for Teaching	07/09/2018	<p>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 like sports, extension activities which will generate a holistic</p>



development and congenial relationship with students. Teachers most 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
World AIDS Day	01/12/2019	01/12/2019	25
Swachha Bharat Rally	01/08/2019	01/08/2019	20
International Yoga Day	21/06/2019	21/06/2019	32
Vigilance Awareness Day	25/10/2019	25/10/2019	120
Teachers Day	05/09/2019	05/09/2019	200
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. A general awareness has been created among staff members and students for minimum use of electrical appliances. 2. Use of renewable energy: The building plans have been approved where class room can conveniently function during day time with sun-light. But renewable energy source has not been created till date. 3. The campus is mostly a no smoking zone because of girls students, usually not abdicated to smoking. 4. Plantation: Even though the soil of the campus is not conducive for easy plantation, activities like plantation programme has become regular feature which is organised by NSS, YRC and NCC.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. During the academic session 2019-20 IQAC has taken initiative for the conduct of academic audit: For this purpose a committee has constituted who conducted the academic audit, identifying the strength, weakness and challenges with a view to promote quality academic culture. Under this, all the academic departments are audited by the committee members on teaching learning process, availability of learning resources, question bank, conduct of surprise test, quiz assignment, result analysis. After audit it is ensure that nearly 80 to 100 syllabus are completed. The NCC, NSS, YRC units of the college are vibrant bringing laurels to the college at the national and state level. Girls students defence training is imparted in the college campus for enhancing confidence of girls students.

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

### 7.3 – Institutional Distinctiveness

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

Women's college, Khurda was established in the year 1981. Before the district came into being, some of the women leader of the locality dreamt of empowering women of the district through Higher Education. As agriculture is the prime source of income of the district, a little more than 70 people depend upon agriculture. The economy of the district is mainly depend upon cultivation. Out of 100 workers in the district 68 are engaged in agricultural sector. Though the college is in District Headquarter, it mostly caters the educational needs of the students of rural background. So to provide quality education through academic, cultural and physical activities, becomes the motto of the college. Institutional Distinctiveness has been put in to practice through-learning process. Classes are conducted regularly via adopting innovative approach like group discussion career counselling, doubt clearing classes. various class room teaching method based on various need of the different subjects which are regularly used for the effective delivery of the curriculum such as: 1. Chalk and Black Board Method. 2. Distribution of Class notes by teachers. 3. Seminars by students related to curriculum. 4. Paper presentation by the students. 5. Proper and adequate instrumentation facilities is given to the students for their practical classes. 6. Need based survey Programs, filled works and educational excursions are carried by the departments. 7. Project work, dissertations are conducted for fulfillment of their degrees. Khurda, being multi cultural society people of different cast and creed find their place in the district. Women's College, Khurda has become a center of learning for the girls students of diversified back ground.

Provide the weblink of the institution

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

### 8.Future Plans of Actions for Next Academic Year

In a view of Covid-19 Pandemic the Govt. Imposed lock down. As result students became the worst suffers. In order to mend the academic disruption to some extend. The classes would be started on virtual mode. In order to keep them engaged quiz competition should be organised in regular intervals. Each department has decided to organized national and stage level webinars and all the faculties should participate in national and international webinar organised by other colleges. ICT teaching technology would be emphasis for class room teaching. Faculties are advised to be in touch with mentee students in order to provide them emotional and educational counselling.