



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1. Name of the Institution

WOMEN'S COLLEGE KHURDA

- Name of the Head of the institution **Dr. Bijoylaxmi Das**
- Designation **Principal In-charge**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **06755296255**
- Mobile No: **9437394324**
- Registered e-mail **womenscollegekhurda@gmail.com**
- Alternate e-mail **sn060464@gmail.com**
- Address **SAMANTARAPUR KHURDA**
- City/Town **KHURDA**
- State/UT **ODISHA**
- Pin Code **752055**

##### 2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Women**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **RAMADEVI WOMENS UNIVERISITY  
BHUBANESWAR**
- Name of the IQAC Coordinator **Dr Sabita Nayak**
- Phone No. **9439815066**
- Alternate phone No. **06755296255**
- Mobile **9439815066**
- IQAC e-mail address **wckiqac2012@gmail.com**
- Alternate e-mail address **sn060464@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year))** <http://wdck.ac.in/upload/627b3af7316c4.pdf>

**4.Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://wdck.ac.in/upload/627b3b3fa26d9.pdf>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>70.90</b>	<b>2006</b>	<b>21/05/2006</b>	<b>31/05/2011</b>

**6.Date of Establishment of IQAC** **01/04/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>0</b>

**8.Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Organizing frequent virtual meeting with staff members to track all round performance of the college. 2. Preparation of online class and adoption of online examination during pandemic. 3. Preparation of AQAR for the session. 4. Data has been collected for preparation of AQAR. 5. Organizing Webinars in addition to online classes.

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

Plan of Action	Achievements/Outcomes
Organisation of Webinar during Covid-19	Organised departmental Webinar after physical suspension of classes.
Workshop on mental health and mental wellbeing for students to cope with pandemic situation.	Its is done through department wise.
Upgrade institution infrastructure and take necessary actions in order to maintain cleanliness in campus and health of staff members, in view of current pandemic	The campus is sanitize on regular basis and all necessary safety majors are taken. All the members of the college have been fully vaccinated through institution.
To motivated the faculty members to take up online FDP programme	Not done
To adopt and adhere the SOP as per the directive of Higher Education issue from time to time.	Adopted and adhere to the SOP as per the directive of HEI Covid-19

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

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	09/08/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>WOMEN'S COLLEGE KHURDA</b>
• Name of the Head of the institution	<b>Dr. Bijoylaxmi Das</b>
• Designation	<b>Principal In-charge</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• Pin Code	<b>752055</b>
<b>2.Institutional status</b>	
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• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>RAMADEVI WOMENS UNIVERISITY BHUBANESWAR</b>
• Name of the IQAC Coordinator	<b>Dr Sabita Nayak</b>

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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://wdck.ac.in/upload/627b3b3fa26d9.pdf">http://wdck.ac.in/upload/627b3b3fa26d9.pdf</a>				
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<p>Upgrade institution infrastructure and take necessary actions in order to maintain cleanliness in campus and health of staff members, in view of current pandemic</p>	<p>The campus is sanitize on regular basis and all necessary safety majors are taken. All the members of the college have been fully vaccinated through institution.</p>	
<p>To motivated the faculty members to take up online FDP programme</p>	<p>Not done</p>	
<p>To adopt and adhere the SOP as per the directive of Higher Education issue from time to time.</p>	<p>Adopted and adhere to the SOP as per the directive of HEI Covid-19</p>	

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td><b>Staff Council</b></td> <td><b>09/08/2021</b></td> </tr> </tbody> </table>		Name	Date of meeting(s)	<b>Staff Council</b>	<b>09/08/2021</b>
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<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td><b>2020</b></td> <td><b>29/01/2022</b></td> </tr> </tbody> </table>		Year	Date of Submission	<b>2020</b>	<b>29/01/2022</b>
Year	Date of Submission				
<b>2020</b>	<b>29/01/2022</b>				
<b>15. Multidisciplinary / interdisciplinary</b>					
<b>16. Academic bank of credits (ABC):</b>					
<b>17. Skill development:</b>					
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>					
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>					
<b>20. Distance education/online education:</b>					

## Extended Profile

### 1. Programme

1.1

7

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



File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 **137**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **63**Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **116**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 **15**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **22**

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>7</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>137</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>63</b>
File Description	Documents
Data Template	<a href="#">View File</a>
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File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>15</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	22
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	10
Total number of Classrooms and Seminar halls	
4.2	0
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Established in the Year 1981, Women's College, Khurda, built upon the foundations of Peoples trust. The college aims at dispelling the darkness of ignorance both in and around the locality. Significantly enough the founders of the college while laying the foundation stone in this rural cum backward area, spelt out the goals and objectives of the college in clear-cut terms and promised right educations to its beneficiaries. Infact right education is our motto. Quality teaching is our principle and practice. Hence, we have promises to keep and miles to go before attaining excellence. The logo consists of three significant symbols. Viz a circle, Book, Swan. The goals and objectives are summed up in the logo of the college. The swan is the mount of goddess of learning Maa Saraswati, The Book stands for dissemination of knowledge and wisdom. And two circles symbolises the completion of individual life and dedication of self for theworld.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Academic Calendar for the session 2020-21 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 annual function were conducted as per the scheduled date replicated in academic calendar. 3. The college observe 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.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.wdck.ac.in/upload/627b3b3fa26d9.pdf">http://www.wdck.ac.in/upload/627b3b3fa26d9.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University**

D. Any 1 of the above

<b>Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	
<b>File Description</b>	<b>Documents</b>
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
7	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
1	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>Institution integrates issues relevant to human values, gender and sustainability through co-curricular activities which are carried out by various functionaries of the college. To safeguard human values and support students from all aspects the student grievance cell is created. The cells solves the issues related to the students grievance as when reported. Due to imposition of lockdown by govt. For Covid-19 the self defence programme of the college was not organised.</p>	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded
<b>1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year</b>	
3	

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

144

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

25



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organises special programmes for advance learners and slow learners: for advance learners the approaches adopted as follows. 1. More challenging work in form of projects and home assignments 2. Library with advance reference facilities. 3. Incentives in the form of merit scholarships and prizes. 4. Encouragement for participation in inter-college and intra-college competitions. 5. Council ling by faculty at the time of necessity . 5. Organising seminars.

Identification of weak students made on the basis of interaction and assessment of tests during classes. The strategies adopted to level up the slow learners are as follows. 1. Meeting and communication to the weaker students their areas of weakness. 2. Organising remedial classes. 3. Teachers available beyond class-hours to council the weaker students. 4. Monitoring the students ' progress through written assignments. 5. Evaluated answer scripts of college examination and discuss with students about their short coming.

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

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

Number of Students	Number of Teachers
417	16

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

Learning is made more student centric through a combination of old and new method of teaching. In order to motivate the students beyond the scope of theoretical knowledge. Various students' entry learning method like seminar group discussion, field trips, institutional visits have been adopted. Students centric method are integral part of the pedagogy adopted by the faculty. The students are counselled, guided and oriented at the time of admission to make them acquainted with the course and co-curricular activities, rules and regulation of the institutions.

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

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

The ICT enable learning environment of the institutions more conducive.

1. The online teaching learning facilities was put to extensive use during the Pandemic Time. When the distant teaching learning became the only mode of communication between the teachers and students.
2. Desktop, Laptop, Mobile, Pen-drive provision of e-resources during the Pandemic Time.
3. The administrative and academic activities are greatly facilitated by active use of google drives.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors****14**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year****15**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****4**

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

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

#### 2.4.3.1 - Total experience of full-time teachers

15

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The college has a well strured and transparent mechanism for continuous internal evaluation of students.

The schedule of internal evaluation is conveyedthrough academic calendar. The process of internal assessment mechanism includes formative and summative mode. The college insiston minimum 75% attendance of students per semester. The teachers help students in grasping the correct essence of the question asked, due care and track is mantainedtill completion of the assignment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college, a constitute college of RDW University is obliged to implement all directives of the University regarding continuous internal evaluation. These include the system of internal evaluation of papers on Skilled Enhancement Course, Ability Enhancement Compulsory Course and Internal Assessment for all papers. During lockdown following Covid-19 Pandemic, online assignment are taken from the students. It is worth reporting that despite the several problems that some of the students faced with regard to WiFi or Internet connection or not having Laptops, the submission of assignments was also most 100%. Most of the grievances relating to examination are received after declaration of results by RDWU University. The errors in their like Marks of internal assessment, attendance sheet, error in the Bio Data etc. are immediately redressed and quickly disposed for onwards submission to the University by the convener examination committee. As per internal practical test are concerned, if any students pin points any academic discrepancy viz a viz conduct of test, the concerned teacher whole heartedly show there concern and attention is given to the students grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The teachers spell out the learning outcome in the class room at the beginning of each semester and session. Thus students are made aware of course/prorgamms and expectation at the very commencement of the teaching learning process. The students satisfaction survey is also and instrument by which the college takes feedback on the extend of students attainment of learning outcomes. The institution has well define learning out comes. The vision and mission of the institution emphasis on promoting value education through motivated trained faculty to prepare the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The evaluation is carried out regularly during routine teaching and periodically through internal assessment and finally through the evaluation the university result of the outgoing students.

As the institution is affiliated to RDWU University it follows the syllabi laid down by the University. It ensures the completion of the mention syllabi through a teaching plan that is also provided to the students at the beginning of the academic session.

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

2.6.3 - Pass percentage of Students during the year

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

116

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="http://wdck.ac.in/upload/627ca7eaa324c.pdf">http://wdck.ac.in/upload/627ca7eaa324c.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>
<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>



3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
Department of Psychology- Distribution of marks to neighborhood community, for protection of Covid-19.	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded
3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year	
3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

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/maintaince 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 defence training programme.

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

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

The institute integrates sports and extra co-curricular activities as essential components. Intra faculty and inter faculty sports competition are organised regularly every year for the students. One of the faculty members serves as instructor for Yoga. Special classes on Self Defence are organised specially for students. National Independence and Republic Day are celebrated in the institute by unfurling the national flag followed by guard of honour of the chief guest by NCC students. Students present cultural programmes on local seminars organised by various departments.

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

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

1

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

1

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

<b>4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)</b>	
<b>4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)</b>	
<b>268024</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<b>Library is not a automated.</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>E. None of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

35

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institute frequently updates IT facilities including WiFi. There are one Smart Class Room and three department having computer with LAN facilities. The maid building, office building and library are facilitated with LAN Connectivity. There is plan to extent the LAN connectivity to the newly under constructed building. There is open access of LAN connectivity to all students and staff members of the college. Computed is updated in regular basis.

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

**4.3.2 - Number of Computers**

10

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

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

80000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has well established system and procedures. The principal takes care of all the assets and co-ordinate the same through different committee and heads of departments, administrative staffs, attendants, Librarian and Library attendant. Well trained security personals are on duty round the clock in the campus who looks after all the infrastructure. Campus is under CCTV surveillance. The proper and optimal use of electric appliances, projectors, Air Conditioners are ensured. The play ground, sports infrastructures are under the custody of PET. Every day other class rooms, laboratory, office, library and college road are cleaned by the sweeper. Toilets and washrooms are cleaned everyday. Up gradation and purchase of hardware and software are also taken care by the staff of administrative section. Laboratory responsibility is given to laboratory assistant and attendant and supervised by respective HODs. Office responsibility is given to head clerk and supervised by administrative bursar. Teachers and girls common room are responsibility is given to attendant and professor in-charge common room.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

37



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

E. none of the above

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

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>E. None of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

0

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

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

5

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

0

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

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

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

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

The college encourages the students to have student's representative for every semester in Arts. These representative act as bridge between principal and students. They put the grievances to the students (if any) to the principal, who orders the convener of respective committee to handle that in nice way. The percentage of syllabus before commencement of examinations is verified from these students' representatives. Most of the teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

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

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

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

0

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

#### 5.4 - Alumni Engagement

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

**Alumini Association not registered.**

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives imparts a holistic atomsphear thatenables the students to face the challenges of a rapidly changing society and groom them into empower, environmentally conscious and socially responsible members of

the community.

1. The mission of the institution is to impart quality of the education for all round development of the students.
2. To inculcate moral values and leadership quality among students.
3. To promote peace and harmony for better work.

The college management is headed by the principal and his enveloped in co-ordanting the functions of the college to its logical end. Various committee comprising members of teaching and non-teaching faculty are involved in curriculars and co-curriculars affairs and administrative function of the institution. The heads of the departments are authorised to monitor the routine function in the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the principal. In this way the leadership quality and decision making ability are nurtured in heads of department. Environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

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

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

The management along with the college development council and IQAC, Co-ordinator discusses and approve and important administrative issues such as Budget, Admission, Results etc. Governing council and staff council also review the activities and necessary suggestions are made by them. Major decisions are taken by the principal, consultation with Governing Council, IQAC and staff Council. Administrative power and responsibilities are delegated to teachers on the basis of their competence, Commitment and attitude to meet the institutional objectives. The higher education department gives sufficient freedom to the principal to fulfil the vision and mission of the institution. The list of committees is displayed at the beginning in the year of the staff notice board. This ensures transparency in policy execution. The responsibilities are

communicated to the faculty members through regular staff meetings. In this meeting various issues are taken up for discussion before arriving at a final decision. The participation indecision making ensures total involvement of all the people concerned. The administration always opens to discussion with the teaching and non-teaching staff which, in turn, encourages the envelopment of the staff for the improvement of effectiveness and efficiency of the institutional process. The entire process of participation and decentralization is co-ordinated by the principal.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a perspective plan. The aspects consider for inclusion are:

1. Quality enhancement and improvement and teaching learning environment.
2. Enhancement of student support system.
3. To improve student success strength.
4. To be more creative in academic delivery.
5. The teacher to be more facilitator and mentor than just a full time tutor.
6. The college has been quick to adopt online teaching during the pandemic and subsequent lockdown.

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

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

Our college is governed by Ramadevi Women's University under Higher Education Department of Govt. of Odisha. The administration of Women's College, Khurda, is the sole responsibility of the principal who is directly accountable to department of higher education. The principal is involved in looking after the implementation of the plan of the college. She ensures that regular day to day operation are properly conducted through feed backs from conveners, teaching and non-teaching staff. The heads of department ensure that the plans communicated to them by the principal are implemented systematically. Committees for co-curricular activities are formed at the beginning of the year and are assigned the task according to the institutional plans. For the co-curricular activities that enhance overall development of the students. Administrative committees (Examination, Purchase, Discipline, Sports, Admission and Library etc. headed by senior faculty members for the smooth functioning rouls.

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

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

C. Any 2 of the above

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

### 6.3 - Faculty Empowerment Strategies



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

The college undertakes various welfare activities for growth teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and duty leaves are given to the teaching staffs for attending orientation and refreshers course. The college encourages the faculty members to attend seminar and conferences at various levels.

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

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

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

0

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

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

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

0

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

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

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

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

There is an internal performance appraisal system for all its staff members headed by the principal of the institution. The principal monitor and evaluates the performance of all its staff

and communicates the areas of improvement on the overall performance annually as per requirement. The performance of the teaching and non-teaching staff is measured against factors like quality and quantity of output, leadership abilities, behaviour, co-operation, judgement and versatility. The students at the end of their course keep online feedback about all the teachers subject wise. There is grievance redressal cell in which they can put their grievances if any.

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

#### 6.4 - Financial Management and Resource Mobilization

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

Institution conduct internal audit on a continuous basis. This audit of the account as an important process is strictly followed by the institution. The college undergoes an external audit conducted by CA and confirm all finance related document. All the process in the college is strictly monitored by the principal. Audit report for the session 2020-21 has been uploaded in additional information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The institution is administered by the Governing Body following the best possible practices in the given working scenario. The institution always ensures that confirm/resources are collected on timely basis and are utilised in the best possible way by ensuring, judicious and restricting to budgeted expenditure.

The main source of receipts is fees collected from students and interest on fixed deposits. Fees collection is done in systematic way within a time frame. A Budget is prepared in the month of February. For the following financial year and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities, which ensures, transparency in financial resource management.

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

### 6.5 - Internal Quality Assurance System

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

#### 6.5.1

In order to enhance the quality of institution in all spheres various quality assurance strategies initiated by the IQAC of the institution are as follows:

1. All the faculty members are encouraged and supported to participate in orientation, refresher course, seminars and conferences related to the teaching learning process and research.
2. Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.
3. Teachers are supported and encouraged to participate in examination evaluation process.
4. As vision of the institution is to impart, promote, and spread holistic education among girls to make them self-reliant and responsible member of the society, the IQAC has focused on mental wellbeing programmes for the students.
5. The college also provide platform for the students to participate in intra-college and inter-college level debates, essay competition painting competition.

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

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

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Sum of activities of IQAC in this regard are:

1. Students' feed back on faculty, teaching learning process and evaluation: Student's feedback significantly shows the actual quality of teaching learning process. The students' feed back is conducted as per following norms". A. All the studnets' are allowed to give feedback on foculty, teaching learnign process and evaluation so that actual ascertained. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. The whole process is being operated through IQAC no other faculty member is involved at any stage.
2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the

regularity and punctuality of class work. The principal is informed on daily basis.

3. Remedial classes: The teachers conduct remedial classes and revision for the students' when ever needed.
4. Syllabus monitoring: The principal, chairman of IQAC keeps vigil on the completion of syllabus within stipulated time.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The institution shows sensitivity in providing facilities to the

girls students' as it is a Women's College.

1. **Safety and security:** The college believes that educated girls are assets not only for the college and family but also for the whole society. Women development cell is led by senior and caring lady teachers in this college. They are entrusted with the responsibility of counselling girls students in class, Library, Common Room. They counsel in cordial and co-operative manner. So that senses of belonging and loving care prevail among the student community. For personal hygiene awareness, lady doctors and gynaecologist are often invited to interact with students. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice.
2. **Common Room:** The college has common room where first aid facility is provided at hand which is free of cost.

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

**Solid waste:** Solid waste management for collecting the solid waste from nook and corner of the campus and number of dustbins are installed. Most of the waste collected is bio-degradable. The minimal amount of non-biodegradable is mostly burnt in pits. The Bio-degradable portion too is dumped in pits for decomposition. During the autumn season a large quantity of fallen dry leaves are collected and dumped to be decomposed for manure. Waste not only affects the aesthetic beauty of the campus, but causes pollution of air, water, and soil. In order to maintain a healthy and sustainable environment the institution takes few steps towards the proper management and disposal of waste.

**Liquid based:** All the liquid waste from wash room, bath room is collected into soakage pits through systematic drainage. Zero % leakage of waste water is ensured.

**E-waste:** The college has minimum e-waste. The waste if any is sold to vendors for recycling.

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

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

**D. Any 1 of the above**

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

**7.1.5 - Green campus initiatives include**



<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3.Pedestrian Friendly pathways</b></li> <li><b>4.Ban on use of Plastic</b></li> <li><b>5.landscaping with trees and plants</b></li> </ol>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>

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

<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>E. None of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with</b></p>	<p><b>E. None of the above</b></p>
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disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Institution provides an inclusive environment for every one with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organised inside the campus on annual day celebration and college foundation day promote harmony towards each other. Commemorative days like Women's Day, Yoga Day also promote tolerance and harmony. The college has code of ethics for students and a separate code of ethics for teachers and employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal and socio-economic and other diversities. Admission of a student in this institution is purely based on academic criteria. The institution admits students' irrespective of their community, ethnicity, language, religion, cast, race, region etc. No special privilege is given to any student on the basis of community.

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

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

The college undertakes various efforts to sensitize the students and employees of the institution of their constitutional obligations. During the commencement of each session, the principal of the college delivers an orientation lecture to the new batch of students to make them aware of the core values and ethos of the institution. The address highlights the need of maintaining harmony amongst all diversities. The young minds who are going to be the responsible citizens tomorrow learn the responsibility of exercising their rights. One of the best practices the institution is value-education, which inculcates the true sense of value in the students in order to make them responsible citizen of the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

**D. Any 1 of the above**

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

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

Due to pandemic the institution was not able to celebrate most of the national and international commemorative days, events in the year 2020-21. Occasions like Independence Day , Republic Day organised maintaining appropriate SOP of Covid-19.

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

## 7.2 - Best Practices

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

### TWO BEST PRACTICE OF INSTITUTION

#### Best Practices-1

##### 1. Title: Value Education

#### Goal:

1. To inculcate value
2. To nurture the spirit of giving and sharing
3. Promoting sense of social responsibilities.

4. Building leadership qualities.
5. Development of well balanced personalities.

#### Content:

The core objective of the institution is preparing and nurturing the young girls students to become a complete women or whole person.

#### Best Practices-2

1. Title: Award to Students
2. Objectives of the Practice:

The main objective of the practice is to create an atmosphere of healthy competition among students. The Practice:

Students are awarded by serving staff members in the name of their parents and some members of GB in their own names.

1. Evidence of Success

Students are encouraged to compete for the top position and excel in various spheres.

1. Problems encountered and resources required:

No major obstacles have been faced in the implementation of this best practice, which has been in vogue for the past many years.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

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 fulfilment 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 centre of learning for the girls students of diversified back ground.

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

### 7.3.2 - Plan of action for the next academic year

#### PLAN OF ACTION FOR THE NEXT ACADEMIC YEAR.

1. Construction of new building.
2. Development of Car parking for staff members.
3. Opening up of students' counseling cell.
4. Preparation of revised Question Bank as per CBCS system.
5. Strengthening Remedial classes.
6. Strengthening feedback mechanism (Students' feedback, Parents' feedback, Allumini feedback) in the institution.