

RAYAGADA AUTONOMOUS COLLEGE; RAYAGADA; ODISHA**The Annual Quality Assurance Report (AQAR) of the IQAC****FOR THE SESSION 2013-14****Part – A****1. Details of the Institution**

1.1 Name of the Institution

RAYAGADA AUTONOMOUS COLLEGE

1.2 Address Line 1

GANDHI NAGAR

Address Line 2

City/Town

RAYAGADA

State

ODISHA

Pin Code

765001

Institution e-mail address

rayagadacollege@gmail.com

Contact Nos.

06856 222130

Name of the Head of the Institution:

SRI SISIR KANTA TRIPATHY

Tel. No. with STD Code:

06856 222130

Mobile:

09437720117

Name of the IQAC Co-ordinator:

SRI SASHI BHUSAN PATNAIK

Mobile:

09437207037

IQAC e-mail address:

rayagadacollege@gmail.com

1.3 NAAC Track ID(For ex. MHCogn 18879)

ORCOGN13458

1.4 NAAC Executive Committee No. & Date:

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

March 31, 2007/388

1.5 Website address:

www.rayagadacollege.org

Web-link of the AQAR:

www.rayagadacollege.org/AQAR2013-14

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.10	2007	5 yrs.
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

16/07/2012

1.8 AQAR for the year (for example 2010-11)

2013-14

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

- i. AQAR 2012-13 submitted to NAAC on 17-09-2014
- ii. AQAR 2013-14 submitted to NAAC on 17-09-2014

1.10 Institutional Status

University ☐ State ☐ Central ☐ Jemmed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (PhysEdu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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1.12 Name of the Affiliating University (*for the Colleges*)

Berhampur University, Berhampur Odisha

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

Autonomy by State/UGC. / University

UGC

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

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

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

02

Non-Teaching Staff /Students

01

Alumni

01

Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Wi-Fi facility to staff and students.
2. Providing copy of lesson notes to students.
3. Coding of answer scripts.
4. Interaction of staff and students on quality matter.
5. Use of new teaching methodology: on pilot basis by department of Physics.
6. Computer awareness training to teaching and non-teaching staff.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Computer awareness training for staff.	1. Achieved
2. To start NCC as an elective subject.	2. Not achieved
3. To set up Question bank	3. Achieved
4. To provide valued answer scripts to students.	4. Achieved

2.15

Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☐ Syndicate ☐ other body ☐

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-----			
PG	-----			
UG	03	00	00	Language lab is dedicated to impart communicative skill.
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				Self-defence training for girls is introduced.

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-----
Annual	-----

1.3 Feedback from stakeholders* Alumni ☒ Parents ☐ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure-II*

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

Syllabus of each teaching department is revised annually by Board of studies to incorporate relevant changes.

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

Yes, Language cum Communication Laboratory is set up by the Government of Odisha in collaboration with the Centre of Advanced Communication, IIT, Kharagpur, to impart language skill to the UG students of the college. Resource persons are hired for competence building of the students.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	22	12	---	06

2.2 No. of permanent faculty with Ph.D.

09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	12								

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	---	02	05
Presented papers	---	---	---
Resource Persons	---	---	---

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

1. Paper presentation by students in departmental Seminar.
2. Submission of project report as a part of curriculum by students of Physics and English Honours.
3. New teaching methodology such as use of audio visual systems, document visualizer and LCD projector.
4. Computer based language skill development for all students in Language Laboratory.

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

180 days

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

Coding of answer script.

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

Every teacher is a member of Board of studies of the concerned Department

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts	201	42.2	43.28	17.41	-----	60.69
Commerce	222	61.26	54.05	23.42	-----	77.47
Science	108	67.59	62.96	6.48	-----	69.44

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

The proposals adopted in IQAC meetings are presented by the coordinator before the Principal for implementation. Principal issue instructions for implementation of the above necessary follow ups thereafter.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Program	-
HRD programs	-
Orientation programs	-
Faculty exchange program	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	04
Others	Computer awareness programme is organised at college level.

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Position	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	07	02	---	---
Technical Staff	----	----	----	---

Criterion – III

3. Research, Consultancy and Extension

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

It proposes measures for organising scientific study yours, industrial tours and field survey to motivate students for research. It also encourages the faculty to avail the benefit of UGC sponsored programmes like FYP, Minor and Major research projects and guide scholars for research.

3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	----	----	----	----
Outlay in Rs. Lakhs	----	----	----	----

3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	----	----	----
Non-Peer Review Journals	01	01	01
e-Journals	----	----	----
Conference proceedings	----	----	----

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

02

06

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

16

National level

International level

01

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum		College forum	
NCC	10	NSS	16
		Any other	

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

- Self defence programme for girl students.
- Organisation of Blood Donation Camp.

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.08 Acres	----	-----	4.08 Acres
Class rooms	21	03	College Fund	24
Laboratories	6	----	----	6
Seminar Halls	01	01	College Fund	02
No. of important equipment purchased (Rs.1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

All sections of administrative departments i.e. Office, Admission & Examination etc. have been computerised. Efforts have been initiated for computerisation of Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			1935	4.2 lac		
Reference Books			78	35,000/-		
e-Books						
Journals			47	33,716/-		
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	62	03	05	Wi-Fi	03	04	13	---
Added	02	--	--	--	--	--	--	--
Total	64	03	05	--	03	01	13	--

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

Technology up gradation is achieved through Computer Awareness Training, e-admission, e-despatch and e-governance.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 0.26 lakh for BSNL charge for NMEICT.
ii) Campus Infrastructure and facilities	Efforts are being made to make the campus Wi-Fi, it will be operative by Nov. 2014.
iii) Equipment	0.50 lakh
iv) Others	0.085 lakh
Total :	0.845 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Thorough discussions are made and resolutions are taken on quality enhancement of support services i.e. hostel, library etc.
2. Implementation is monitored regularly.

5.2 Efforts made by the institution for tracking the progression

1. Unit tests are conducted.
2. Performance of the students in Internal Assessment and Semester examination are analysed to track the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1825	-	-	-

(b) No. of students outside the state

05

(c) No. of international students

00

Men	No	%	Women	No	%
	1189	65		636	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
816	441	362	124	02	1743	832	426	391	176	02	1825

Demand ratio

25:10 Dropout %

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

Training on Personality Development, General Awareness & Communicative Skill is imparted to participating students in the Communication Laboratory.

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations

NET	--	SLET	GA	--	CAT	--	--
IAS/IPS etc.	--	State PSC	2	UPSC	--	Others	100

5.6 Details of student counselling and career guidance

- Carrier counselling is imparted by GIET Gunpur, Shruti Academy Bhubaneswar, KIIT University, Dhanai Organisation Berhampur etc.

No. of students benefitted

150

5.7 Details of campus placement

On Campus			Off Campus
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	70	11	200

5.8 Details of gender sensitization programmes

Self-defence training imparted to Girl students for 3 months i.e. from Jan'14 to March'14 by trainers of Utkal Karate School, Bhubaneswar, Odisha.

5.9 Students Activities

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

State/ University level

--

National level

2

International level

--

No. of students participated in cultural event

State/ University level

--

National level

--

International level

--

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

Sports : State/ University level

--

National level

--

International level

--

--

--

--

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	36	Rs.21,600/-
Financial support from government	735	Rs.26,77,630/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

20

5.13 Major grievances of students (if any) redressed:

Grievance regarding engagement of more number of teaching staff redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

- To develop the college into an excellent seat of Higher Education in the Southern and backward part of the state of Odisha.
- To foster wholesome growth in the stakeholders; academic, spiritual and moral.
- To free the vast majority of the students from the shackles of their backwardness and guide them along the mainstream education.
- To infuse the spirit of nation building and social responsibility in the students.
- To launch Post-Graduation studies in some subjects to facilitate the poor and meritorious backward students to avail themselves of higher education at affordable means.
- To equip the learners to update their knowledge and skills as per market needs so as to make them employable in the competitive global situation.

MISSION STATEMENTS:

- The College shall reinforce greater momentum to maintain pace with the changing global scenario in higher education.
- The College shall maintain a healthy balance between the academic and co-curricular activities on the campus by augmenting its human resources.
- The college shall continue with its endeavour to provide suitable platform and exposure to curb the backwardness of the stakeholders.
- The college shall strive to strengthen the democratic and secular values among the students.

6.2 Does the Institution has a management Information System

-No-

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

6.3.1 Curriculum Development

1. Inclusion of topics of relevance in the Syllabi.
2. Conduct of remedial classes for slow learners.
3. Participation in seminars and submission of project report as part of curriculum.

6.3.2 Teaching and Learning

1. Use of new teaching methodology on pilot basis in the Dept. of Physics.
2. Establishment of Language Laboratory for development of language skill.
3. Creation of student friendly learning environment.

6.3.3 Examination and Evaluation.

1. Supply of valued answer scripts of Internal Assessment Examination to the students.
2. Coding of Semester Answer scripts for transparency.
- 3.

6.3.4 Research and Development

1. Every step is being taken to create a research friendly atmosphere in the college and the teachers involved in research are extended best possible co-operation.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Text books, Reference books and Journals are added regularly in the Library.
2. Teachers and students are provided Internet access in the Wi-Fi mode in every teaching department.
3. Procurement of Instruments / Computers / other equipment for teaching departments, Administrative & Examination sections.
4.
 - i. Four large-sized classrooms constructed
 - ii. Extension of Science Block
 - iii. Construction of new Arts Block
 - iv. Construction of Two Boys' Hostels and One Girls' Hostel.
 - v. Construction of Reading Room, Post Office and IGNOU study Centre

6.3.6 Human Resource Management

In addition to engaging 25 classes each per week, teachers are also called upon to engage remedial classes and perform all co-curricular and extracurricular duties assigned to them. The management engages staff on temporary basis to relieve them of hardship.

6.3.7 Faculty and Staff recruitment

The management recruited 6 (six) number of teaching staff during the academic year for various departments.

6.3.8 Industry Interaction / Collaboration

J.K.Paper Mills, Utkal Alumina Ltd., Vedanta Alumina Ltd. have conducted campus recruitments.

The research institute of J.K.Paper Mills (PAPRI) has permitted undertaking research work for award of D.Sc. degree to one faculty member of the college.

Science and Commerce students undertake study tours to the local industries very often.

These industrial houses provide financial assistance for specific student programmes of the college.

Industrial Houses are represented in the Managing Body and IQAC of the college.
The Executives are invited to share their expertise with the staff and students

6.3.9 Admission of Students

Student friendly and transparent e-Admission system is well monitored by the institution as well as by the Department of Higher Education; Government of Odisha.

6.4 Welfare schemes for

Teaching	The staff association supports adequately extending financial help in adverse situations
Non-teaching	Festival advance is given by the institution. Financial assistance is provided by the staff association in times of emergency.
Students	1. Financial assistance by SAF 2. Stipend to SC/ST students 3. Merit scholarship to meritorious students 4. Banishree scholarship to students with disabilities.

6.5 Total corpus fund generated

- Nil-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	√	Academic Bursar & Principal
Administrative	Financial Audit	K.C.Mohanty & Co. Chartered Accountants	--	--

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☐

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

1. Coding of Answer scripts
2. Conduct of Examination in Semester pattern.
3. Conduct of Internal Assessment Examination.
4. To hold examination for 100 marks for each paper instead of 50 marks for Commerce stream.

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

University permits to make changes in the syllabi to an extent of 20% every year.

6.11 Activities and support from the Alumni Association

Alumni provide feedback from time to time for over all development of the college

6.12 Activities and support from the Parent – Teacher Association

Parents very often interact with the Principal and the teachers on quality aspects with regard to curriculum, academic performance, examination and discipline in the campus.

6.13 Development programmes for support staff

Computer Awareness programme was organised for the staff.

The members are required to undergo training for implementation of programmes like HRMS, PIMS & e- Despatch etc.

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

Plantation drive taken up from time to time.

Regular campus cleaning by NSS volunteers, sweepers and municipality staff.

Prohibition of smoking and chewing tobacco products enforced.

Criterion – VII

7. Innovations and Best Practices

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

1. Introduction of Audio-visual teaching methods has enhanced the learning skill of the students.
2. Programmes in the Language Laboratory have elicited healthy response from participants.
3. Self-defence training for girls has resulted in good response.

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

1. Course completion in scheduled time
2. Holding of examination and publication of results as per academic calendar.
3. Programmes under extension services and support services are accomplished in time.
4. Infrastructure development achieved as per plan.

7.3 Give

1. Transparency in Admission and Examination.
2. Teacher-student and Community relationship.

7.4 Contribution to environmental awareness / protection

1. Environmental Studies has been introduced as a part of curriculum for under graduates.
2. Observance of Vanomahostav and ParibeshaSurakshya

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

With the growing enrolment figure, the Teacher: Student ratio has declined and efforts are afoot to tide over the problem.

8. **Plans of institution for next year**

1. To bring Communicative English into self-financing mode.
2. To introduce NCC as an elective subject.
3. Creation of large sized & well-furnished Reading Room and Reference Section for staff and student.
4. Steps have been initiated for acquiring Government land to the extent of 10 (Ten) acres for its Second Campus with a spacious playground.

Name : Sri SashibhusanPatnaik
Reader in History
Signature of the Coordinator, IQAC

Name : Sri SisirKantaTripathy
Principal
Signature of the Chairperson, IQAC

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