

Annual Quality Assurance Report (AQAR)

(In Revised format)

2013-14

SHAILABALA WOMEN'S COLLEGE, CUTTACK, ODISHA



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Note:

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

For the Academic Year July 1, 2013 to June 30, 2014

Part – A

I. Details of the Institution

1.1 Name of the Institution	Shailabala Women's College, Cuttack
1.2 Address Line 1	Mission Road
Address Line 2	Buxi Bazar
City/Town	Cuttack
State	Odisha
Pin Code	753001
Institution e-mail address	sailabala.womenscollege@gmail.com
Contact Nos.	0671-2414020
Name of the Head of the Institution:	Dr.Kadambini Dash
Tel. No. with STD Code:	0671-241420/2307704
Mobile:	9861064212
Name of the IQAC Co-ordinator:	Smt. Manjula Devi

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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	A	85	2006	5Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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 2010-2011 submitted to NAAC on 12-09-2015 (DD/MM/YYYY)
- ii. AQAR 2011-2012 submitted to NAAC on 12-09-2015(DD/MM/YYYY)
- iii. AQAR 2012-2013 submitted to NAAC on 12-09-2015(DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Utkal University, Vanivihar, BBSR, Odisha

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="07"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="07"/>	Faculty	<input type="text" value="04"/>
	Non-Teaching Staff	<input type="text" value="01"/>	Students	
	Alumni	<input type="text" value="02"/>	Others	<input type="text"/>

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

Monitoring the quality in curricula, teaching, research governance and student progression.

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
Actions were taken as per the academic calendar of the year	100%

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	05	nil		
UG	21		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	26	00	01	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	PG
Trimester	NIL
Annual	UG

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*

(Analysis of the feedback in the Annexure-II attached)

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	08	44	--	--

2.2 No. of permanent faculty with Ph.D.

44

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

16

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	26	20
Presented papers	03	25	13
Resource Persons	X	09	06

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

Audio visual Technique in science and self-financing

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

180

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

nil

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

17

08

04

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 %
UG	352		34.84	34.49		69.33
PG	66		13.02	18.48	0.42	31.92

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

Ensuring monitoring teaching quality and monitoring Regularity of classes

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	02
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	04		
Technical Staff	01	01		

Criterion – III

3. Research, Consultancy and Extension

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

Encouraging staff members for applying Minor/Major Research projects and HODs for U.G.C sponsored National seminars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	13	06
Non-Peer Review Journals			
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 <i>(other than compulsory by the University)</i>				
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	03	02	02		04
Sponsoring agencies			College		Deptt.

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
		2			01	

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level 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 NSS Any other

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

- Plantation programme, Campus Cleaning, Distribution of fruits among the patients in Hospital and literacy drive in slum areas of Patapola.
-

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	511560	Academic Block in progress	State Govt.	
Class rooms	30			
Laboratories	07			
Seminar Halls	03			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.1015250/- Rs.112500/-	State Govt. UGC	
Others				

4.2 Computerization of administration and library

Computerized Office and Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50803	4308667	508	134500	51311	4443177
Reference Books						
e-Books						
Journals						
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		02	01		01	01	07	
Added								
Total		02	01		01	01	07	

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

Evaluation Training to Teachers and computer class for the students

4.6 Amount spent on maintenance in lakhs :

- i) ICT
 - ii) Campus Infrastructure and facilities
 - iii) Equipments
 - iv) Others
- Total :**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC monitors from time to time the activities of students support services

5.2 Efforts made by the institution for tracking the progression

Due to the non availability of mechanism IQAC is trying to track the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1346	234		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%

Last Year 2012-2013						This Year 2013-2014					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
919	154	133	168	06	1380	1067	190	150	167	06	1580

Demand ratio

Dropout %

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

No such mechanism coaching for competitive examinations is available.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Counselling and career guidance Cell organised various workshops to guide the students to choose their careers.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Gender sensitization programmes are organised by YRC time to time for the benefits of the students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

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		
Financial support from government		
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

5.13 Major grievances of students (if any) redressed: Aquaguard Fitted in New Blocks for Drinking water

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To impart education imbining scientific temperament rational approach analytical mindset organization abilities and human values in the growth and development of the women of the society in general.

6.2 Does the Institution has a management Information System

Yes
HRMS for staff members
SAMS for students

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

6.3.1 Curriculum Development

Staff members are allowed to attend the meetings of the Board of studies of the affiliated university and other autonomous colleges. Only P.G Deptt. of Home science prepares its own P.G course and questions in CBCS pattern

6.3.2 Teaching and Learning

Daily progress Register of Deptt. and Lesson plan & Progress Resister by individual teachers are maintained. The quality of teaching and completion of courses in time are monitored.

6.3.3 Examination and Evaluation

Test and mid semester Examinations for U.G and P.G programmes are conducted and publication of the result in time is assured. The institution Sponsors faculty members for e-valuation training.

6.3.4 Research and Development

The institution encourages its Staff Members to organise seminar attend SRC meetings of nominated ,guide Ph.D Students, Publish Books & Research Papers & apply for MRPS.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Internet and Language Lab. facility and computer training are provided to the staff and the students.

6.3.6 Human Resource Management

Meetings are organised for Career Counselling.

6.3.7 Faculty and Staff recruitment

Part time teachers are recruited by the institution for various subjects

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Centralised online admission for U.G and merit basis admission facilities for P.G students are provided by the institution.

6.4 Welfare schemes for	Teaching	Medical leave, Earned leave for teaching and nonteaching staff.
	Non teaching	
	Students	Financial Assistance under the scheme SAF & SSG provided to the needy students. Awards & felicitations are conferred on to the brilliant students and scholars.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Govt.of Odisha	yes	
Administrative			yes	college

6.8 Does the University/ Autonomous College declare 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?

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

6.11 Activities and support from the Alumni Association

Alumni association submits Feedback for quality improvement in educations time to time. The association celebrates college foundation day and organises blood donation and health check-up camps.

6.12 Activities and support from the Parent – Teacher Association

Parents and teachers association extends verbal feedback and during their interaction for healthy academic and institutional growth.

6.13 Development programmes for support staff

No such provision is available in this Govt. institution.

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

Plantation programmes are organised by the Eco. Club and training for taking care of the trees are imparted to the students and staff. Steps are taken by the institution for proper drainage of the rain water and to keep the pool clean and full of the waters.

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.

Academic, Administrative and Cultural committees are constituted to look after the academic growth and quality assurance.

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

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

The practice of YOGA and meditation contribute a lot to the building of inner strength to achieve the academic and administrative quality of the institution.

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

7.4 Contribution to environmental awareness / protection

The institution organises awareness meetings through proctorial classes time to time for environmental protection of the institution and persuades the students to devote some time and energy in keeping the campus clean and green.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

The institution plans to provide computer learning and English language training to its staff and students for improving their working knowledge in computer and communicative skill.

Name Smt. Manjula Devi

Name :- Dr.Kadambini Dash

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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

16.01.2015-Management as carrier by Xavier school and management

16.01.15-Law as carrier by National Law University