



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

Shailabala Women's Autonomous  
College

- Name of the Head of the institution Prof.(Dr).Gayatri Biswal
- Designation Principal
- Does the institution function from its own campus? Yes
- Phone No. of the Principal 9937024174
- Alternate phone No. 9937024174
- Mobile No. (Principal) 9937024174
- Registered e-mail ID (Principal) sailabala.womenscollege@gmail.com
- Address Mission Road, Landmark:Near  
Chandi Temple
- City/Town Cuttack
- State/UT Odisha
- Pin Code 753001

##### 2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) 28/02/2017
- Type of Institution Women
- Location Urban

- Financial Status

- Name of the IQAC Co-ordinator/Director **Dr.Swapna Sankar Nayak**
- Phone No. **9437186228**
- Mobile No: **9437186228**
- IQAC e-mail ID **sbwaciqac@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/02/2019-20\\_AQAR\\_Report.pdf](https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/02/2019-20_AQAR_Report.pdf)

**4.Was the Academic Calendar prepared for that year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/05/Academic-calendar-2020-21.pdf>

**5.Accreditation Details**

| Cycle          | Grade    | CGPA        | Year of Accreditation | Validity from     | Validity to       |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| <b>Cycle 1</b> | <b>A</b> | <b>85</b>   | <b>2006</b>           | <b>02/02/2006</b> | <b>01/02/2011</b> |
| <b>Cycle 2</b> | <b>A</b> | <b>3.18</b> | <b>2017</b>           | <b>28/04/2017</b> | <b>31/12/2022</b> |

**6.Date of Establishment of IQAC**

**21/03/2006**

**7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

| Institution/ Department/Faculty/School | Scheme                   | Funding Agency | Year of Award with Duration | Amount   |
|--|--------------------------|----------------|-----------------------------|----------|
| <b>Institution</b>                     | <b>Autonomous Status</b> | <b>UGC</b>     | <b>28/02/2017</b>           | <b>0</b> |

**8.Provide details regarding the composition of the IQAC:**

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

**9.No. of IQAC meetings held during the year**      **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?      **Yes**
  
- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Did IQAC receive funding from any 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.Enhancing the capacity building of students, teaching and Non teaching Staff and strengthening the research ambience of the college by conducting/coordinating various online seminars/workshops/awareness programs during the pandemic. In addition an SEBI -Investor Awareness Online Program was conducted by IQAC of the college on 12/09/2020 for faculty, administrative staffand Office staff of the college.

2. Organizing a Workshop on Intellectual Property Rights on 09/02/2021 for Teaching staff and students in Conference Room of the college to appraise and enrich the knowledge of the staff and students of the college about the patenting policy of the Government.

3. Organizing a National Seminar on " Quality Assurance in Higher Education and NAAC" to sensitize the teaching and non teaching staff on upcoming NAAC Third Cycle Accreditation Cycle. on 07/08/2021 in M.S. Auditorium of the college

4. Coordinating the Vana Mahotstav Programme ( 06/07/2021- 31/07/2021) with + 3 and +2 NSS Wings as a Green Initiative to enrich the flora of the college campus as a part of the outcome of last year's Green Audit conducted by Eco Club and IQAC of the college

5. The IQAC coordinated with officers entrusted with Extension services were motivate to conduct various extension related processes like Yoga and Meditation Training Sessions, Cyber Crime

Awareness Programs, Vigilance Awareness Programs. HIV AIDS Awareness Program, Breast Cancer Awareness Program, Fire Safety Programme and Extramural Lectures during special camps etc keeping in view the needs of the students and staff of the college.

**12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:**

NAAC

| Plan of Action   | Achievements/Outcomes   |
|--|---|
| Initiative to enhance the capacity building of students, teaching and Non teaching Staff by conducting/coordinating various online seminars/workshops during the pandemic  | Number of online seminars/workshops were conducted during the pandemic  |
| To organize a Workshop on Intellectual Property Rights for Teaching staff and students in Conference Room of the college to appraise and enrich the knowledge of the staff and students of the college about the patenting policy of the Government. | Organized a Workshop on Intellectual Property Rights on 09/02/2021 for Teaching staff and students in Conference Room of the college to appraise and enrich the knowledge of the staff and students of the college about the patenting policy of the Government.  |
| To organize a National Seminar on Quality Assurance in Higher Education and NAAC   | Organized a National Seminar on Quality Assurance in Higher Education and NAAC  |
| E- resource Development for the benefit of the stakeholders during the pandemic  | Developed a E-resources Tab in the website which includes thousands of books for easy reference by the stakeholders during the pandemic   |
| Plantation and Landscaping of the Science block and Arts Block   | Coordinated the Vana Mahotstav Programme ( 06/07/2021- 31/07/2021) with + 3 and +2 NSS Wings as a Green Initiative to enrich the flora of the college campus as a part of the outcome of last year's Green Audit conducted by Eco Club and IQAC of the college. Landscaping was done in the botanical garden at the Science block of the college. |

13. Was the AQAR placed before the statutory body? **Yes**

- Name of the statutory body

| Name of the statutory body  | Date of meeting(s) |
|---|--------------------|
| Odisha State Higher Education Council, Govt. of Odisha, Bhubaneswar | 08/09/2021         |

**14. Was the institutional data submitted to AISHE ?** Yes

- Year



## Part A

### Data of the Institution

|  |   |
|--|---|
| <b>1.Name of the Institution</b>                                 | Shailabala Women's Autonomous College     |
| • Name of the Head of the institution                            | Prof.(Dr).Gayatri Biswal                  |
| • Designation  | Principal                                 |
| • Does the institution function from its own campus?             | Yes                                       |
| • Phone No. of the Principal                                     | 9937024174                                |
| • Alternate phone No.  | 9937024174                                |
| • Mobile No. (Principal)   | 9937024174                                |
| • Registered e-mail ID (Principal)                               | sailabala.womenscollege@gmail.com         |
| • Address  | Mission Road, Landmark:Near Chandi Temple |
| • City/Town  | Cuttack                                   |
| • State/UT   | Odisha                                    |
| • Pin Code   | 753001                                    |
| <b>2.Institutional status</b>                                    |   |
| • Autonomous Status (Provide the date of conferment of Autonomy) | 28/02/2017                                |
| • Type of Institution  | Women                                     |
| • Location   | Urban                                     |
| • Financial Status   |   |
| • Name of the IQAC Co-   | Dr.Swapna Sankar Nayak                    |

|  |                   |   |                             |               |             |
|--|-------------------|---|-----------------------------|---------------|-------------|
| ordinator/Director   |                   |   |                             |               |             |
| • Phone No.  |                   | 9437186228  |                             |               |             |
| • Mobile No:   |                   | 9437186228  |                             |               |             |
| • IQAC e-mail ID   |                   | sbwaciqac@gmail.com   |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  |                   | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/02/2019-20_AOAR_Report.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/02/2019-20_AOAR_Report.pdf</a>             |                             |               |             |
| <b>4.Was the Academic Calendar prepared for that year?</b>   |                   | Yes   |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  |                   | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/05/Academic-calendar-2020-21.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/05/Academic-calendar-2020-21.pdf</a> |                             |               |             |
| <b>5.Accreditation Details</b>   |                   |   |                             |               |             |
| Cycle  | Grade             | CGPA  | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | A                 | 85  | 2006                        | 02/02/2006    | 01/02/2011  |
| Cycle 2  | A                 | 3.18  | 2017                        | 28/04/2017    | 31/12/2022  |
| <b>6.Date of Establishment of IQAC</b>   |                   |   | 21/03/2006                  |               |             |
| <b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b> |                   |   |                             |               |             |
| Institution/ Department/Faculty/School   | Scheme            | Funding Agency  | Year of Award with Duration | Amount        |             |
| Institution  | Autonomous Status | UGC   | 28/02/2017                  | 0             |             |
| <b>8.Provide details regarding the composition of the IQAC:</b>  |                   |   |                             |               |             |
| • Upload the latest notification regarding the composition of the IQAC by the HEI  |                   |   | <a href="#">View File</a>   |               |             |



|  |                  |  |
|--|------------------|--|
| <b>9.No. of IQAC meetings held during the year</b>   | 5                |  |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>   | Yes              |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded |  |
| <b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>  | No               |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |                  |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |                  |  |
| <p>1.Enhancing the capacity building of students, teaching and Non teaching Staff and strengthening the research ambience of the college by conducting/coordinating various online seminars/workshops/awareness programs during the pandemic. In addition an SEBI -Investor Awareness Online Program was conducted by IQAC of the college on 12/09/2020 for faculty, administrative staff and Office staff of the college.</p> |                  |  |
| <p>2. Organizing a Workshop on Intellectual Property Rights on 09/02/2021 for Teaching staff and students in Conference Room of the college to appraise and enrich the knowledge of the staff and students of the college about the patenting policy of the Government.</p>  |                  |  |
| <p>3. Organizing a National Seminar on " Quality Assurance in Higher Education and NAAC" to sensitize the teaching and non teaching staff on upcoming NAAC Third Cycle Accreditation Cycle. on 07/08/2021 in M.S. Auditorium of the college</p>  |                  |  |
| <p>4. Coordinating the Vana Mahotstav Programme ( 06/07/2021-31/07/2021) with + 3 and +2 NSS Wings as a Green Initiative to enrich the flora of the college campus as a part of the outcome of last year's Green Audit conducted by Eco Club and IQAC of the college</p>   |                  |  |
| <p>5. The IQAC coordinated with officers entrusted with Extension services were motivate to conduct various extension related processes like Yoga and Meditation Training Sessions, Cyber Crime</p>  |                  |  |

Awareness Programs, Vigilance Awareness Programs. HIV AIDS Awareness Program, Breast Cancer Awareness Program, Fire Safety Programme and Extramural Lectures during special camps etc keeping in view the needs of the students and staff of the college.

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| <p>To organize a National Seminar on Quality Assurance in Higher Education and NAAC</p>   | <p>Organized a National Seminar on Quality Assurance in Higher Education and NAAC</p>   |
| <p>E- resource Development for the benefit of the stakeholders during the pandemic</p>  | <p>Developed a E-resources Tab in the website which includes thousands of books for easy reference by the stakeholders during the pandemic</p>  |
| <p>Plantation and Landscaping of the Science block and Arts Block</p>   | <p>Coordinated the Vana Mahotstav Programme ( 06/07/2021-31/07/2021) with + 3 and +2 NSS Wings as a Green Initiative to enrich the flora of the college campus as a part of the outcome of last year's Green Audit conducted by Eco Club and IQAC of the college. Landscaping was done in the botanical garden at the Science block of the college.</p> |
| <p><b>13. Was the AQAR placed before the statutory body?</b></p>  | <p>Yes</p>  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |   |

|   |                    |
|---|--------------------|
| Name of the statutory body  | Date of meeting(s) |
| Odisha State Higher Education Council, Govt. of Odisha, Bhubaneswar   | 08/09/2021         |
| <b>14. Was the institutional data submitted to AISHE ?</b>  | Yes                |
| <ul style="list-style-type: none"> <li>• Year</li> </ul>  |                    |
| Year  | Date of Submission |
| 29/01/2022  | 29/01/2022         |
| <b>15. Multidisciplinary / interdisciplinary</b>  |                    |
| <p>The college runs in multidisciplinary mode under CBCS curriculum. This includes core course (own discipline), generic elective (other discipline), EVS and literature. The multidisciplinary teaching method promotes understanding when students learn in heterogeneous ways. It assists students in developing a pragmatic approach by allowing them to choose which subjects they will study and what rewards they may receive. They understand how that discipline contributes to their newly learned knowledge of the subject. They will also begin to think holistically, and they will be able to deduce why it is important to learn a subject they would otherwise dislike.</p> <p>In this college, Holistic Education is an approach to teaching that focuses on the academics and social needs of students. The educators seek to fulfil the academics requirements of the students and teach them the right methods by which they can face the challenges of life. They try to engage all aspects of the learner that includes the mind, spirit, and body. They focus on a transformative approach of education. The students learn through different experimental ways. They work in groups and enhance their abilities and skills through various practical projects. The students are allowed to learn at their own pace. So, the teachers try to teach students in their best possible ways. Also, they help them to increase their self-confidence. And they plan lessons that are for learning and not just academics.</p> <p>The main objectives are:</p> |                    |

Educating the whole student

Viewing students as part of the whole

Embracing a caring classroom culture

Engaging in experiential learning

Cognitive development

Physical development

Social development

#### **16.Academic bank of credits (ABC):**

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. ABC can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students "skillful professionals" and help their overall growth.

The college is registered in National Academic Depository (NAD). It helps faculty to manage & check the credits earned by students.

#### **17.Skill development:**

Employability is a person's ability to be skillful in all the categories mentioned above. The career counselling cell of this college has designed and runs program with the vision of enhancing employability among fresh graduates and undergraduates. In the CBCS curriculum, there is a Skill Enhancement Course (SEC) on different skills for all undergraduate students. The college has also provided space to run vocational courses like Creche and Principle management and Office Management for students.

The students are encouraged to study skill based courses available online in platforms like SWAYAM etc.

### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As communities worldwide become more interconnected, the ability to speak multiple languages takes on increased importance. Bilingualism is increasingly essential to surviving and succeeding in an integrated global economy. The value of an individual who can effectively communicate and collaborate across cultures is at an all-time high. This means the need for skilled teachers who can implement bilingual education in the college is also steadily rising.

The cognitive benefits associated with bilingual education are nothing short of astounding. From higher test scores to surprising health benefits, the cognitive effects alone are enough to cement bilingualism as a permanent staple of the higher education system. The following are just a few of the cognitive advantages to bilingual education:

- Increased ability to solve problems, think creatively and recognize patterns
- Improved academic performance
- Enhanced linguistic awareness and understanding of an individual's native language
- Increased ability to apply concepts to novel situations
- Improved focus and decision-making
- Improved cultural and social skills
- In this college the teachers use bi-language in classes to teach the students in a better way. In AECC course the students have the options of learning different languages.
- Exposure to two languages encourages students to develop an appreciation for the differences in cultures. Bilingualism is more than just the ability to speak more than one language – it's a multicultural approach to interpersonal interactions that can dramatically improve an individual's social skills.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-Based Education (OBE) is a learning method focusing completely on student competency. While OBE primarily focuses on the learner and the learner's capability to achieve the outcomes, the teachers take on the greater role of becoming facilitators and mentors. A well-developed OBE-based learning should have alternate teaching-learning techniques and various activities to ensure success. Also, insightful feedback from the students also helps in reshaping the curriculum.

The OBE model measures the progress of graduates in three parameters, through:

- Program Outcomes (PO)
- Program Specific Outcomes (PSO)
- Course Outcomes (CO)

The assessment methods are then defined to measure the achievement of these goals. Irrespective of the time required, or the method used, the only outcome aimed for is success for every student which is measured by the student's ability to meet the outcome criteria, established previously. There is continuous evaluation to help students reach their goals.

This college has adopted a number of methods to determine the OBE like:

#### Institution's Vision & Mission

Institutions need to decide a short-term goal as well as long-term goal in terms of students' learning outcomes, their personal growth, skill development, and institution's overall performance. The vision & mission is divided as per the departments first, so that the higher aim of the entire institution could be achieved within a specified time. Departments formulate their vision and mission in aligned with Institute Vision and Mission.

#### Establishing the PO, PSO, CO outcomes

Program outcomes can be defined as the objectives achieved at the end of any specialization or discipline. These attributes are mapped while a student is doing graduation and determined when they get a degree. This college follow the 10 graduate attributes by NBA. Each department formulate the POs and PSOs which are passed in the Board of Studies and are finally approved in the Academic council. The COs are identified by the teachers for each courses. The PO, PSO and CO mapping is done to assess the strength of a particular course. Later Bloom's taxonomy method is applied for revision of courses.

#### Evaluation of PO, CO Attainment

The CO attainments are evaluated by the performances of students in all courses in all examinations. The feedbacks of students,

their progression to higher education are also helpful to evaluate PO outcomes.

In the comparison of the outcome based education vs traditional education, OBE surely stands out and offers quality education.

#### 20.Distance education/online education:

The College presently does n't provide education in distance mode at any level.However classes were taken in online mode and blended mode during the current session as and when required.

### Extended Profile

#### 1.Programme

1.1

44

Number of programmes offered during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

#### 2.Student

2.1

2415

Total number of students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional data in Prescribed format | <a href="#">View File</a> |

2.2

762

Number of outgoing / final year students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

2.3

762

Number of students who appeared for the examinations conducted by the institution during the year:

| File Description                        | Documents        |
|---|------------------|
| Institutional Data in Prescribed Format | No File Uploaded |



|   |                           |
|---|---------------------------|
| <b>3.Academic</b>   |                           |
| 3.1<br>Number of courses in all programmes during the year:   | <b>586</b>                |
| File Description  | Documents                 |
| Institutional Data in Prescribed Format   | <a href="#">View File</a> |
| 3.2<br>Number of full-time teachers during the year:  | <b>101</b>                |
| File Description  | Documents                 |
| Institutional Data in Prescribed Format   | <a href="#">View File</a> |
| 3.3<br>Number of sanctioned posts for the year:   | <b>105</b>                |
| <b>4.Institution</b>  |                           |
| 4.1<br>Number of seats earmarked for reserved categories as per GOI/State Government during the year: | <b>374</b>                |
| 4.2<br>Total number of Classrooms and Seminar halls   | <b>72</b>                 |
| 4.3<br>Total number of computers on campus for academic purposes                                      | <b>113</b>                |
| 4.4<br>Total expenditure, excluding salary, during the year (INR in Lakhs):                           | <b>1383730</b>            |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme

Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Considering the National, regional and local relevance, the programme and courses have been designed, where the Indian context has been served as the main theme. Many of the subjects like Communicative English, Financial Literacy and Banking, Office Management and Leadership, Personality Development, Microeconomics, EVS, Business Statistics, Business Communication, Microeconomics, E-Commerce, Indian Economy, Entrepreneurship etc. has been designed for Job-orientation purposes and many other courses to highlight the art, culture, natural resources concept that emphasizes the importance of India. In addition to this Behavioural studies, Mental health, Human rights etc have been given the importance. The socio- economic condition of the state and Nation have been emphasised and includes research and application based & job oriented programs such as in Commerce, Arts and Science streams of the college. So far, the population of Odisha is concerned, it's glorious history, multitude of Art and Culture, language, sports, tourist places, its information and technology has been included in the curriculum of History, Sociology, Computer Science, Anthropology etc and Fish and Fisheries Biology features prominently in the Zoology curriculum. Post graduation and M.Phil Department has made these areas as theme of their research area and have included Research Methodology as one of its subject. Each subject's Programme outcomes (POs), Programme Specific Outcomes (PSOs) and Course outcomes (Cos) are explicitly described which has been reflected in the college website, the link of which is given below.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload additional information, if any | No File Uploaded  |
| Link for additional information       | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/11/PLO-merged_compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/11/PLO-merged_compressed.pdf</a> |

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

23

| File Description                                 | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BOS meeting | <a href="#">View File</a> |
| Details of syllabus revision during the year     | <a href="#">View File</a> |
| Any additional information                       | No File Uploaded          |

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

586

| File Description  | Documents                 |
|---|---------------------------|
| Curriculum / Syllabus of such courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses | <a href="#">View File</a> |
| MoUs with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Any additional information  | No File Uploaded          |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

00

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of relevant Academic Council/BoS meetings       | <a href="#">View File</a> |
| Any additional information                              | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | No File Uploaded          |

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

35

| File Description                                     | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BoS meetings    | <a href="#">View File</a> |
| Any additional information                           | No File Uploaded          |
| List of Add on /Certificate programs (Data Template) | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Shailabala Women's ( Autonomous) College has a mission to facilitate the students with knowledge, skills ,human values so that they can be a good citizen of the Nation . For the success of mission, the curriculum has been integrated with variety of courses in Undergraduation like 6 subjects in Science stream,16 subjects in Arts stream and 1 Commerce stream. Each course has 26 theory papers along with Practical papers in most of them. In Post graduation there are 12 courses and in M.Phil there are 8 subjects. The college has tried to orient the curriculum with a wide range of courses that integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics and try to onstill these values among the students both in terms of theory and practice.

- Keeping in view, many papers are for environment ethics,human values andpersonal ethics.
- To make the class room teaching into a Programme, college have organized a lot of outreach programme on mental health, rights to equality, etc.
- Almost of all the Departmensand NSS unit took the lead to sensitise the public students and affected communities
- ManyProgramme on Professional ethics, gender equality, human values have been organized in the various Deparment throught seminar, workshop to aware the students, Staff.

| File Description  | Documents                 |
|---|---------------------------|
| Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

00

| File Description   | Documents        |
|--|------------------|
| List of value-added courses                                    | No File Uploaded |
| Brochure or any other document relating to value-added courses | No File Uploaded |
| Any additional information                                     | No File Uploaded |

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

00

| File Description           | Documents        |
|----------------------------|------------------|
| List of students enrolled  | No File Uploaded |
| Any additional information | No File Uploaded |

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

762

| File Description  | Documents                 |
|---|---------------------------|
| List of programmes and number of students undertaking field projects / internships / student projects | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

## 1.4 - Feedback System

### 1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is **A. All 4 of the above**

obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

| File Description  | Documents   |
|---|---|
| Provide the URL for stakeholders' feedback report   | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf</a> |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management | No File Uploaded  |
| Any additional information  | No File Uploaded  |

**1.4.2 - The feedback system of the Institution comprises the following**

**A. Feedback collected, analysed and action taken made available on the website**

| File Description                              | Documents   |
|---|---|
| Provide URL for stakeholders' feedback report | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf</a> |
| Any additional information                    | No File Uploaded  |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

768

| 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 reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)**

316

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| 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 students' learning levels and organises special programmes for both slow and advanced learners.

This college arranged induction classes for all students admitted. The institution has different special programmes for advanced learners and slow learners. It has been implemented from time to time to meet the issues in students learning levels. Based on their performance in 1st mid sem examination remedial classes are arranged for the slow learners along with regular classes special attention is given for their improvement like problem solving, simple way of teaching, visual audio video mode etc. Slow learners are regularly taken care by counseling by their mentors. For additional help parent teacher meeting has been organized to involve their parents in the process of learning.

Assignments, seminars/webinars are arranged for advanced learners by the faculty members. Career counseling programmes are organized for their career improvement. The college facilitated and guided advanced learners to prepare for NET /JRF/OPSC etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf</a> |

### 2.2.2 - Student – Teacher (full-time) ratio

| Year       | Number of Students | Number of Teachers |
|------------|--------------------|--------------------|
| 31/12/2021 | 2415               | 101                |

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload 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:

The teaching learning method is one of the best student centric method. The methods like experiential learning, participative learning and problem solving learning make strong the teaching learning method. The college adopts different types of teaching learning methods.

The learning experience is upgraded by extensive use of ICT tools like ppts, LCD interactive boards, JAM boards by teachers, especially consequent to the covid-19 pandemic and evaluated through mock tests, quiz, webinars, online testing etc. Different games are introduced to motivate students to participate in learning process. As to be a complete student physical development is highly required besides intellectual development.

Quiz, Talent hunt, ppt presentation through webinars are organized for exposure of students to show their creativity and hidden talents. They also get the opportunity to interact with resource persons in the webinars. There are provisions of language laboratory, virtual classroom, spoken tutorials for the development in communication skills as well as other skills beyond the syllabus.

Guest lectures on topics relevant to employment skills and employment opportunities are organized by personnel from different careers.

Project works are organized for final year students under the supervision of guides and resources in each department.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional Information   | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf</a> |



### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

In addition to chalk and talk method of teaching the faculty members of this institution are using the IT enabled learning tools such as PPT, Video clipping, Audio system, online sources.

Most of the faculty use interactive method for teaching. The major emphasis is on classroom interaction in terms of research papers presentations, seminars, debates group discussions, assignments etc.

Specialised computer laboratory with an internet connection has been provided to promote independent learning.

During the covid-19 pandemic situation online classes were held through zoom/Google meet App etc.

They are using JAM Board, White Board provided by the Application software.

For development of communication skill there is a provision of Language Lab in English Dept. with ICT enabled tools.

| File Description   | Documents   |
|--|---|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ICT-Tools-for-Effective-Teaching-Learning.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ICT-Tools-for-Effective-Teaching-Learning.pdf</a> |
| Upload any additional information  | <a href="#">View File</a>   |

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

101

| File Description  | Documents                 |
|---|---------------------------|
| Upload year-wise number of students enrolled and full-time teachers on roll | <a href="#">View File</a> |
| Circulars with regard to assigning mentors to mentees                       | <a href="#">View File</a> |

## 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

### Academic Calendar

The institute has an academic calendar which is well planned and made available students in the Website.

It includes dates of internal assessment, form fill up, end semester examination, practical dates of all courses. It also include date of all back paper examinations. Due to pandemic some of the examinations are conducted online, some are in offline mode depending upon the government guidelines. It is strictly adhered to government academic calendar given by department of higher education . In case of any unavoidable situation which are beyond the control of the authority, necessary changes are made and same is informed to students.

### Teaching Plan

Before commencement of the semester every dept. conduct board of studies and department meeting with faculty members and other external members of BOS for syllabus, examiners, moderators, etc. allocation of papers. Unit wise teaching plan of each paper is approved by head of the department and is reflected in the lesson plan and progress register of each faculty. The number of classes required to complete each unit and actual number of classes taken by them are mentioned in that register. Extra classes are arranged to complete the course. For weaker students remedial classes are also arranged. Academic plan is followed by academic calendar ,teaching plan with attendance of students, mentoring of students, evaluation records, review meetings for progression in syllabus etc.

| File Description  | Documents                 |
|---|---------------------------|
| Upload the Academic Calendar and Teaching Plans during the year | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

101

| File Description   | Documents                 |
|--|---------------------------|
| Year-wise full-time teachers and sanctioned posts for the year | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI   | No File Uploaded          |
| Any additional information                                     | No File Uploaded          |

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

43

| File Description  | Documents                 |
|---|---------------------------|
| List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

#### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

101

| File Description  | Documents                 |
|---|---------------------------|
| List of teachers including their PAN, designation, Department and details of their experience | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 2.5 - Evaluation Process and Reforms

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

24

| File Description   | Documents                 |
|--|---------------------------|
| List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

1

| File Description  | Documents                 |
|---|---------------------------|
| Upload the number of complaints and total number of students who appeared for exams during the year | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The College has a well structured and IT integrated examination management system. which effectively working for entering examination related Data like students registration, generation of examination roll numbers admit cards, marks entering by the tabulators, publication of results and preparation of certificates for UG,PG and M.Phil and B.Ed (S.F) courses. The college conducts continuous internal assessment of the students in the form of mid-semester exam, end-semester exam, project, dissertation evaluation etc.

Since the said period was affected by covid-19 pandemic examination were held in online mode as per the instructions laid by DHE, Odisha Govt. For the smooth conduct of examination through online mode mentor mentee system was adopted .Students appeared the examination online.

It was very successfully done with the help of internet and the students faced no problem in this process . The results of students were published in due time as desired by DHE, Odisha . ICT enabled tools laptop, desktop and other resources were used in examination system during the period.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Integrated-EMS.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Integrated-EMS.pdf</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The college has stated graduate attributes and learning objectives. To attain these attributes Programme outcomes (POs), Programme specific outcomes (PSOs) for all academic programmes at UG & PG levels are stated by the Institute as per guidelines of NAAC. The POs are aligned to the learning objectives. Ten attributes are included in the POs. Knowledge outcomes Skill outcomes Values outcomes POs and PSOs are designed for the successful career of the student. The COs identify the minimum achievement required for success in the course. They are based on the principles of Blooms taxonomy including Knowledge, Comprehension Application, Analysis, Synthesis and Evaluation. For each programme, PO/PSO and CO are designed through the following process steps:

- 1) HOD & faculty prepare the PSO and POs which are in line with Graduate Attributes and Vision, Mission of the Institute.
- 2) These are placed in the Board of studies for approval.
- 3) They are then placed before the academic council for ratification.
- 4) Finally POs, PSOs, COs are displayed in the Institutes' website.

The students are aware of PO, PSO, CO at the beginning of the programme. The feedbacks from students, parents, teachers and alumni significantly contribute to the COs.

| File Description   | Documents   |
|--|---|
| Upload COs for all courses (exemplars from the Glossary) | No File Uploaded  |
| Upload any additional information                        | No File Uploaded  |
| Link for additional Information                          | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Programme-Outcome-and-Course-Outcome.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Programme-Outcome-and-Course-Outcome.pdf</a> |

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The process of attainment of COs, POs and PSOs starts from finalizing COs for each course of the program from first semester to last semester. The course outcomes are designed by the concerned faculty members and are finalized using action verbs of learning levels as per Bloom's Taxonomy. Then, a correlation is established between COs and POs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every course in the program including the elective courses. For each course, attainment level of all course outcomes is arrived at rigorously based on the student performance in the internal and external examinations.

The CO attainments are evaluated directly from the performance of students in bothe Mid-sem and End-sem examinations for each course using the simple formulas and weightage. The weightage for programmes with and without practical courses are different.

Practical subjects: 15% (Mid-sem) + 60% (End-sem) + 25% (Lab)

Non-practical subjects: 20% (Mid-sem) + 80% (End-sem)

Basing on the CO PO PSO mapping and CO attainment suggest the improvement in the performance and curriculum.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Attainment-of-Pos-and-Cos.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Attainment-of-Pos-and-Cos.pdf</a> |

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

693

| File Description  | Documents   |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | <a href="#">View File</a>   |
| Upload any additional information   | No File Uploaded  |
| Paste link for the annual report  | <a href="https://www.shailabalawomenscollege.ac.in/provisional-result-and-merit-list-2021/">https://www.shailabalawomenscollege.ac.in/provisional-result-and-merit-list-2021/</a> |

### 2.7 - Student Satisfaction Survey

#### 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

<https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

##### Policy for promotion of Research

Shailabala Women's Autonomous College, Cuttack being the first premier women's College in the state of Odisha is committed to the pursuit of excellence in research by

1. Encouraging the faculty members to achieve academic excellence through research.
2. Faculty members shall undergo training to apply for project proposal to various Government and Non Government agencies for financial support.
3. Faculty members undertaken Research projects are encouraged to publish their research papers in respected international journals

4. Library being an asset for research shall encourage the faculty for research by providing international level journals.
5. Faculty members shall motivate to work in different multidisciplinary centers of excellence for research.
6. Constant support shall be given to all faculty members for registration for doctoral programs.
7. Faculty members shall be encouraged to organise different state , National and International seminars for academic support and research.

The college has also adopted the Research Policy in the lines of the Research Policy of OSHEC -2021.

| File Description   | Documents   |
|--|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | No File Uploaded  |
| Provide URL of policy document on promotion of research uploaded on the website  | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Policy-for-Promotion-of-Research.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Policy-for-Promotion-of-Research.pdf</a> |
| Any additional information   | No File Uploaded  |

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

| File Description  | Documents        |
|---|------------------|
| Minutes of the relevant bodies of the institution regarding seed money                                      | No File Uploaded |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | No File Uploaded |
| List of teachers receiving grant and details of grant received  | No File Uploaded |
| Any additional information  | No File Uploaded |



**3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the award letters of the teachers                     | No File Uploaded          |
| List of teachers and details of their international fellowship(s) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**3.2 - Resource Mobilization for Research****3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

12.58 lakhs

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations | <a href="#">View File</a> |
| List of projects and grant details   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

**3.2.2 - Number of teachers having research projects during the year**

2

| File Description                          | Documents                 |
|---|---------------------------|
| Upload any additional information         | No File Uploaded          |
| Paste link for additional Information     | Nil                       |
| List of research projects during the year | <a href="#">View File</a> |

**3.2.3 - Number of teachers recognised as research guides**

13

| File Description  | Documents                 |
|---|---------------------------|
| Upload copies of the letter of the university recognizing teachers as research guides | No File Uploaded          |
| Institutional data in Prescribed format   | <a href="#">View File</a> |

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

| File Description                          | Documents                 |
|---|---------------------------|
| Supporting document from Funding Agencies | <a href="#">View File</a> |
| Paste link to funding agencies' website   | Nil                       |
| Any additional information                | No File Uploaded          |

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

#### Ecosystem for Innovations

1. Innovation Ecosystem-The Shailabala Women's(A) college, Cuttack is devoted for education, research and extension to advance the economic and social development of the state. The faculty of the college take active part in teaching ,research and extension activities relevant to their specialization. The institute provides conducive environment for research and technology driven innovation. The 4 key constituents of the ecosystem for innovations are 1.Technology 2.Research 3.Innovation and 4.Industry.
2. Research Grant Support-Faculties are encouraged to apply and obtain research grant in thrust areas from various government and non government Funding Agency. Every faculty member is informed about announcement by various funding agencies and support with proposal format, budget, purchase of equipment and material under research project.
3. Human Resource Development- Faculty and students are supported and encouraged to participate in professional

development programme, organise and participate in conference, seminar, Workshop, training program and enhance their qualifications. Faculty members are encouraged to guide research. Brainstorming sessions through talks by eminent personalities from institution of repute for both understanding of research methodology and practices are organized.

4. Research committee -The college has formulated a research policy to facilitate, monitor and evaluate progress of the research and development activity

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Ecosystem-for-Innovations.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Ecosystem-for-Innovations.pdf</a> |

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

01

| File Description                                     | Documents                 |
|--|---------------------------|
| Report of the events                                 | <a href="#">View File</a> |
| List of workshops/seminars conducted during the year | <a href="#">View File</a> |
| Any additional information                           | No File Uploaded          |

### 3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

| File Description   | Documents        |
|--|------------------|
| Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check | No File Uploaded |
| Any additional information   | No File Uploaded |

### 3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

#### 3.4.2.1 - Number of PhD students registered during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| URL to the research page on HEI website  | Nil                       |
| List of PhD scholars and details like name of the guide, title of thesis, and year of registration | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

14

| File Description  | Documents                 |
|---|---------------------------|
| List of research papers by title, author, department, and year of publication | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

12

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

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

82

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Bibliometrics of the publications during the year | No File Uploaded          |

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

3

| File Description   | Documents                 |
|--|---------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

NIL

| File Description   | Documents        |
|--|------------------|
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | No File Uploaded |
| List of consultants and revenue generated by them  | No File Uploaded |
| Any additional information   | No File Uploaded |

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

| File Description  | Documents        |
|---|------------------|
| Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy | No File Uploaded |
| List of training programmes, teachers and staff trained for undertaking consultancy   | No File Uploaded |
| List of facilities and staff available for undertaking consultancy  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

For the holistic and personality development of students, the College encourages the young and dynamic students for participation in extension activities through NSS, NCC, YRC & Rangers with 50 volunteers in each unit. Activities like campus cleaning, AIDs awareness programme, plantation programmes, Covid-19 awareness, Yoga training sessions, fire safety management programmes and community services. The volunteers feel a sense responsibility and belief that they need to give back to society and the environment what they have taken. They participate in

social services activities like plantation, eye donation awareness camp, dental health camp, anti tobacco movement etc. The students were sensitised on Women Rights, Right to information, Women Empowerment, drop outs in slum areas etc. All these programmes develop in the students the spirit of responsibility, accountability, integrity and human values towards achieving the vision and mission of the institution. The volunteers actively participate in the regular campus cleaning of our college campus as part of Swachh Bharat initiatives. In collaboration with other Govt. and Private agencies our college organises different workshops, Guest lectures on different topics such as voters responsibility, awareness on abolition slavery, Awareness on persons with disability, Breast Cancer Awareness Programme, road safety week etc. are organised by extension wings periodically.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Extension-Activities.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Extension-Activities.pdf</a> |

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

21

| File Description   | Documents                 |
|--|---------------------------|
| Number of awards for extension activities in during the year | <a href="#">View File</a> |
| e-copy of the award letters                                  | <a href="#">View File</a> |
| Any additional information                                   | <a href="#">View File</a> |

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

50

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Reports of the events organized | <a href="#">View File</a> |
| Any additional information      | No File Uploaded          |

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year****2873**

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Reports of the events      | <a href="#">View File</a> |
| Any additional information | No File Uploaded          |

**3.7 - Collaboration****3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work****15**

| File Description                               | Documents                 |
|--|---------------------------|
| Copies of documents highlighting collaboration | <a href="#">View File</a> |
| Any additional information                     | No File Uploaded          |

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)****NIL**

| File Description  | Documents        |
|---|------------------|
| e-copies of the MoUs with institution/ industry/ corporate house  | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year | No File Uploaded |
| Any additional information  | No File Uploaded |

**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 equipments, etc.

The institution has adequate infrastructure and physical facilities to accommodate all departments for conducting its effective teaching learning process.

- The college has campus area of 11.739D. It has different buildings meant for Arts, Commerce and Science faculties with UG, PG and M.Phil along with self-financing courses like computer Science & B.Ed. Practicals are conducted in different Groups for giving hands on exposure to the students.
- Classroom Facilities :- The total square feet of the building is measured 67830.43
- The total number of classrooms in the college are 72. There are 24 ICT enabled and 2 Virtual classrooms including one Smart Classroom, one Language Lab, one Conference hall, one SAMS Lab, one Auditorium. The solar project of 10 KW, Two Generators and three UPS inverter servers are used for continuous supply of electricity,
- The college has several well equipped laboratories, two storied library with study room, big play ground, gymnasium, 4 hostels, staff quarters, canteen, yoga court and several wash rooms etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Infrastructure-and-activities-geo-tagged-images_1.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Infrastructure-and-activities-geo-tagged-images_1.pdf</a> |

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

The institution has adequate facilities for cultural activities, Yoga, Sports and games (Indoor and Outdoor) Gymnasium, auditorium etc.

- Holistic Growth of students is a prioritized commitment provided by the institution through infrastructures and learning facilities. It provides adequate facilities for indoor/outdoor sports and cultural activities. A spacious multipurpose hall fully equipped with auditorium and other

amenities for the students to organise and participate in recreational, Co-curricular and Cultural activities. The outdoor sports facilities include football court, Basket ball court, volleyball court, Badminton court etc. Indoor games include Chess, Carrom, Table tennis etc.

- One open pond located in the campus also cater to the needs of open competitions and cultural activities.
- Gymnasium facility is available in indoor form with high grade instruments for total body workout.
- Special classes on self-defence are organized for female students, special coaching is organised for chess, kabadi and carom.
- NSS unit ,Yoga and meditation centre also exists in the institution
- Available sports infrastructure is optimally used for physical education lecturers and practices.

Guidance sessions for Yoga are conducted for students and staff members on a regular basis.

| File Description                      | Documents   |
|---------------------------------------|---|
| Geotagged pictures                    | No File Uploaded  |
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/geo-tagged-data/">https://www.shailabalawomenscollege.ac.in/geo-tagged-data/</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

26

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

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

9852515

| File Description   | Documents                 |
|--|---------------------------|
| Upload audited utilization statements                      | No File Uploaded          |
| Details of Expenditure, excluding salary, during the years | <a href="#">View File</a> |
| Any additional information                                 | No File Uploaded          |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is fully automated with a standard ILMS. The entire library housekeeping work is done through computer. Online OPAC is available and users have been using it. Open Access System is introduced in the college. The reading room of the college is the bigger one which can accommodate more than 100 students at a time. Library has a huge collection of e- resources which are used by the students and teachers in the e-resource centre. The library has high speed internet connectivity with WIFI facility. Library developed a digital depository using digital library software of various e-contents like e-book, syllabus, old question papers etc. It also encompasses the resource for visually challenged students. The LAN facility in e resource centre helps the library to share its resource over the network. The reference desk in library actively facilitates the user in case of any query. The library also provide user education programme for newly admitted students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ILMS.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ILMS.pdf</a> |

**4.2.2 - Institution has access to the following:** C. Any 2 of the above  
**e-journals e-ShodhSindhu Shodhganga**  
**Membership e-books Databases Remote**  
**access to e-resources**

| File Description  | Documents                 |
|---|---------------------------|
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

#### 4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

Rs. 64800.00

| File Description   | Documents                 |
|--|---------------------------|
| Audited statements of accounts   | No File Uploaded          |
| Any additional information   | 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 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

60-100

| File Description   | Documents                 |
|--|---------------------------|
| Upload details of library usage by teachers and students | <a href="#">View File</a> |
| Any additional information                               | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Computers / laptops are in all the departments. Students as well as faculty members have the liberty to utilize these facilities as per the rules. The college has wifi enable campus of 100 mbps. The office as well as library are equipped with computers with internet facility and installed with appropriate software. Computers have been provided to various departments from the RUSA fund. Internet facility with appropriate bandwidth have been provided to different places such as college library , office,

SAMS, examination section, Laboratories of B.Ed., computer science and Library and information science. Students as well as teachers are assessing the web resources from the library resource center. The library is automated with e-Granthalaya software and computers with high band configuration. Resource sharing is done through LAN at library, SAMS, Computer Science department. College has an interactive and dynamic website where all administrative and academic activities are circulated / uploaded. Various departments have developed departmental e-libraries to which the students have easy and free access.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Policy.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Policy.pdf</a> |

#### 4.3.2 - Student - Computer ratio

| Number of Students | Number of Computers |
|--------------------|---------------------|
| 2415               | 232                 |

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

| File Description                                  | Documents        |
|---|------------------|
| Details of bandwidth available in the Institution | No File Uploaded |
| Upload any additional information                 | No File Uploaded |

#### 4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

| File Description   | Documents        |
|--|------------------|
| Upload any additional information                            | No File Uploaded |
| Paste link for additional information                        | Nil              |
| List of facilities for e-content development (Data Template) | No File Uploaded |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

Rs. 9852515

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Audited statements of accounts    | No File Uploaded          |
| Upload any additional information | <a href="#">View File</a> |

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

**Class Room:** All non ICT class rooms are cleaned on a day to day basis, dusting is also periodically. The ICT enabled class rooms are maintained by regular checkups . All classrooms are well lighted and ventilated. The class rooms are used as per Time Table.

**Laboratory:** All the Practical departments are well equipped with infrastructures equipments, chemicals , teaching aids and other updated facilities.

**Library :** The library is also adopting computerized digitization of books for smooth access of our faculty members and students as and when required. The library reading room has facilities like water purifier, wash room etc.

**Sports Complex :** sports complex of the institution is maintained regularly by grass cutting. The changing room, gymnasium, swimming pool and other such facilities are utilised as per norms .

**Computers-** Each department has desktop , Printer. Some departments have laptops, printers, Xerox machine and projectors including two well equipped computer labs of computer science and physics

department. Apart from that SAMS lab, Controllers Section, office, IAQC Room are also equipped with computer system for day-to-day activities. The maintenance of computers are effected by AMC and updation by anti virous software

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/12/procedures.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/12/procedures.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

514

| File Description  | Documents                 |
|---|---------------------------|
| Upload self-attested letters with the list of students receiving scholarships | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

15

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

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) B. Any 3 of the above

**Awareness of Trends in Technology**

| File Description                              | Documents                 |
|---|---------------------------|
| Link to Institutional website                 | Nil                       |
| Details of capability development and schemes | <a href="#">View File</a> |
| Any additional information                    | <a href="#">View File</a> |

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

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) | No File Uploaded |

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**B. Any 3 of the above**



| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |
| Upload any additional information  | No File Uploaded          |

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

15

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | No File Uploaded          |

### 5.2.2 - Number of outgoing students progressing to higher education

134

| File Description                                  | Documents                 |
|---|---------------------------|
| Upload supporting data for students/alumni        | No File Uploaded          |
| Details of students who went for higher education | <a href="#">View File</a> |
| Any additional information                        | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

6

| File Description                           | Documents                 |
|--|---------------------------|
| Upload supporting data for students/alumni | <a href="#">View File</a> |
| Any additional information                 | No File Uploaded          |

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

| File Description                           | Documents        |
|--|------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information                 | No File Uploaded |

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college has the provision for formation and establishment of different student councils, unions and societies. They are:-

- (i) The students union
- (ii) The Dramatic society
- (iii)The Athletic society
- (iv)The literary society
- (v) The science society
- (vi) The Debating society

The students are elected as per G.O.273476 Dt.28.9.18 to the posts of president, vice president, General secretary etc.

They function following certain rules and regulations.

In 2020-21 session no student bodies could be formed owing to the prevailing pandemic situation. There were shut downs and this college was not functioning normally.

However two students of each department were nominated as seminar Secretary and Asst.Secretary by the HOD concerned. The student representation also made in IQAC and Hostel.

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

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

| File Description   | Documents        |
|--|------------------|
| Report of the event  | No File Uploaded |
| List of sports and cultural events / competitions organised per year | No File Uploaded |
| Upload any additional information                                    | No File Uploaded |

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

In July when the college celebrated the plantation month the alumni association of the SBWAC contributed Rs.5000/-.The amount was handed over to the office of the principal and deposited in alumni account.

This was followed by organization of 2 to 3 webinars in which the association was actively involved.

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

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Shailabala Women's Autonomous College celebrates the uniqueness of everyone within the college and aims at a holistic approach to shape the overall perspective of every girl. The academic agenda of this centurion institution is designed in tune with the changing needs of the society so as to provide quality education, enabling the students to achieve the pinnacle of success. In order to achieve the mandate the leadership provides clear goals to develop this institution in a consensual manner. All major policy decisions are made through discussions, consultations and participation of all faculties in a transparent manner. Each facilitator is given the opportunity and enough space to present the views on matters pertaining to both curricular and extracurricular activities and differences of opinion is honoured. The institution also aims at enhancing and instilling in the minds of the students a sense of equality, social justice, rationalism, secularism and national integration. Fostering and promoting relationship with other leading institutions to provide career opportunities for students has been our desired target.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/goal-mission-objectives/">https://www.shailabalawomenscollege.ac.in/goal-mission-objectives/</a> |

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

1. Decentralization and participative management has been strictly adhered for the smooth functioning of the administration and ensuring a democratic work culture. The department which require the rooms for seminar/ classroom purpose apply for requisition and the rooms are allotted

accordingly on the specified date

2. As the college has acquired Autonomous status since 2017 each department enjoys the liberty of making alterations and bringing about 20% changes in the syllabus and after it is unanimously decided in the Board of Studies meeting conducted by each department.
3. The administration in the college has been decentralised . Several teachers facilitated the authority as administrative bursar,accounts bursar,heads of the department etc.There are various committees to look after the different procedure like finance committee,purchase committee etc. The Governing body has the power to approved to descisions and function.

| File Description  | Documents   |
|---|---|
| Upload strategic plan and deployment documents on the website | <a href="#">View File</a>   |
| Upload any additional information                             | No File Uploaded  |
| Paste link for additional Information                         | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Decentralisation-and-Participative-Management.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Decentralisation-and-Participative-Management.pdf</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The virulent impact of COVID 19 pandemic could be felt in every sector and education sector fell a serious prey to it. The closure of educational institutions in order to reduce the spread of COVID-19 gave rise to digital platforms and online classes gained prominence. The disrupted education system affected the most vulnerable students, as a result of which the classes were engaged through online mode along for the successful completion of syllabus. Webinars were also organised for the overall academic enrichment of students and also to fight the boredom of routine classes. The faculties were directed by the head of the institution to share PDFs, PPTs and e-content to their students of their respective WhatsApp groups created solely for the purpose of teaching and academic exchange. The marginalised students who did not possess the smart phones were benefited by clarifying their doubts over telephonic conversation, some voice recordings and

textual messages. Semester examinations were successfully conducted through online mode keeping in view the safety of both students and teachers.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

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

The college is governed by Department of Higher Education, Government of Odisha and affiliated to RamaDevi Women's University, Bhubaneswar. The Principal stands at the top of the organizational hierarchy. The Executive Committee, Finance Committee, Academic Council consisting of both internal and external members are independent bodies to aid the institution for approval of administrative, financial and academic proposals. The Principal exercises overall supervision over various units essential for college administration. The units are Heads of All Departments, Establishment section, Accounts section, Academic section, UGC Cell and IQAC. The Principal is the warden of all hostels. All the 4 hostels function under the supervision of Superintendent/ Asst. Superintendent and supportive staff. Different supportive bodies like NCC, NSS, YRC, Placement Cell and Self Defence function under an officer- in-charge for the all round development of students. There are various committees in this institution to take crucial decisions on administrative, development, financial, library, examination and hostel matters. These committees are Staff Council, College Development Committee, Purchase Committee, Residential Committee, Examination Committee, and Library Committee. All Committees are headed by a convenor. The Examination Committee is however headed by the Controller of Examination.

| File Description                                    | Documents   |
|---|---|
| Paste link to Organogram on the institution webpage | <a href="https://www.shailabalawomenscollege.ac.in/">https://www.shailabalawomenscollege.ac.in/</a> |
| Upload any additional information                   | <a href="#">View File</a>   |
| Paste link for additional Information               | Nil   |

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution provides many welfare majors for teaching and non-teaching staff. They have the benefit of casual leaves earn leaves medical leaves etc. They have the facility to take advance from the GPF. The College provides a lumpsum amount to the next family member of the employes in case of death. The pension of the retired employes are sanction by the College authority. The college facilitates the promotion of employes and study leaves. The teaching staff are allowed to under go refresher and orientation courses as per norms.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETTIN-19TH-MAY-compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETTIN-19TH-MAY-compressed.pdf</a> |

### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of 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 programmes organized by the Institution for its teaching and non-teaching staff during the year

3

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres) | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

7



| File Description  | Documents                 |
|---|---------------------------|
| Summary of the IQAC report  | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <a href="#">View File</a> |
| 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

The audit is an official process of financial inspections. It examines various books of accounts, and physical checking of inventory to make sure that the college follows a properly documented system of all transactions. There are mandatory audits like Government audit, audit by accountant general etc. The College has its own internal audits on equipment, furniture, contingency, hostel etc. The main objective of auditing is to ensure that the accounts reveal a fair view of all kinds of business and transactions. There are basically two objectives of auditing. The primary objective is to examine the accuracy of books of accounts and to express opinions on financial statements. The secondary objective is to detect and prevent errors and detection and prevention of fraud. In examining the primary objective, the arithmetical accuracy of the books of account is verified, and the value of assets and liabilities is verified. It also verifies all the statutory requirements for maintaining the book of accounts. The secondary objective takes care of the errors of omission. It verifies all the transactions made by departments and bodies and a different section of the college for the financial year, the compliance has been made during the audit process. The compliance report is submitted after getting the final report. In November 2021 the college was the venue of inter-college audit compliance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/AUDIT.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/AUDIT.pdf</a> |

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

3,65,000/-

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Details of funds / grants received from non-government bodies, individuals, philanthropists during the year | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The non salary allotment/ resources from the government for the year 2020-21 was Rs-7,41,380/- which was mobilised towards cost of medicines- Rs-70,000, lab expenses-37000, travel expenses-30700, electricity dues-4,80,000, telephonic charges-18,500, other contingency-55,000, lab equipment-5,380, library books-44,800. Besides, Rs-3174574/- was mobilised towards construction of classrooms. Rs-138400 mobilized towards repair and renovation of college quarters and Rs- 332600 spend towards the overall repair and renovation work in the college

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Mobilization-of-Funds.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Mobilization-of-Funds.pdf</a> |

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

For students, the improvement has been brought in transparency in admission, induction programmes, mentor-mentee system, non-

negotiable academic calendar, conduct of examinations (online and offline), publication of results, extension activities, project activities and inculcation of Ethics, Nationalism in the Programme Outcomes. For faculty, the IQAC has given importance to hold Faculty Development Programmes, ICT enabled teaching, funded research projects, to participate in seminars and webinars, to join refresher and orientation courses, research publications etc. several programmes were arranged on SEBI-Investor Awareness Programme on 12th September, 2020. a Seminar on IPR on 09/02/2021, a National seminar on Quality Assurance in Higher Education and NAAC in coordination with Department of Computer Science on 7th August 2021. The cell had also initiated various audits like Environmental Audit, Green audit etc. The college has initiated various NSS Activities like 1. Awareness programme on electronic banking and training programme in association with Reserve Bank of India on 23/02/2021, 2.Vigilance Awareness Programme on 01/11/2021, 3. Awareness programme and Rally on World Aids Day on 01/12/2021 to name a notable few in M. S Auditorium of the college for the benefit of faculty, administrative staff and Office staff of the college.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/03/REPORT-ON-IPR.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/03/REPORT-ON-IPR.pdf</a> |

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

IQAC reviews its teaching-learning process, structure and methodologies of operation and learning outcomes through various surveys like student satisfaction survey, parent's feedback, teacher's feedback etc. The feedback received are analysed and the action taken report is generated through the academic committee. The syllabi of different programmes are passed in the Board of Studies meeting. The programme outcomes, learning outcomes and course outcomes of each course are elaborately described and uploaded in the college website. Online examinations are properly conducted and results are published as per the calendar. IQAC also co-ordinates various webinars and seminars with the teaching departments to emphasize upon outcome based education and experiential learning.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf</a> |

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**B. Any 3 of the above**

| File Description   | Documents   |
|--|---|
| Paste the web link of annual reports of the Institution            | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf</a> |
| Upload e-copies of accreditations and certification                | No File Uploaded  |
| Upload details of quality assurance initiatives of the institution | No File Uploaded  |
| Upload any additional information                                  | 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

Established in the year 1946 Shailabala Women's Autonomous College is the first women's College of the state imparting higher education and promoting gender equity. The college has taken several measures to ensure the safety and security in the campus and hostels by instituting Antiragging and Cell for prevention of Sexual Harassment. CCTV cameras have been installed in the campus to provide round the clock security. A complaint box is placed

outside the office to encourage the students to lodge complaint (other than ragging and sexual harassment) without fear. A team of teachers look into the complaints and maintain maximum confidentiality. Incorporation of Ethics and Values in the course curriculum is made mandatory to instil in the students necessary values to be empathetic towards society and polity. The Self Defence training program of 12 days for each girl enrolled in the long roll is highly appreciable which enables the students to learn from master trainers various techniques required to defend oneself when physically assaulted. Periodical seminars /workshops promoting gender issues instills confidence in each girl to stand up for themselves. Entrepreneurs from International brand like Ruchi masala have addressed. The chairperson of State Commissioner for Bhubaneswar has personally interacted with our students making them aware of the various promenades available for women as permissible under law.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Gender-Equity.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Gender-Equity.pdf</a> |

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

**A. Any 4 or All of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geotagged Photographs          | <a href="#">View File</a> |
| 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 a maximum of 200 words)**

The college employs several techniques for the management of degradable and non degradable waste. The primary focus is on the 3R's- Reduce Reuse and Recycle of waste. The college has different dustbins to segregate the solid waste. In the hostels organic waste from kitchen is deposited in pits dug in the hostel

backyard. The pits are covered so that compost formed acts as a manure for hostel garden. Liquid waste is well managed through proper sewage system. The waste flows to canals outside the campus. Hazardous waste can be treated by chemical, thermal biological and physical methods. In our college the methods of treatment of hazardous chemicals are manifold.

1. Chemical methods- this is done through ion exchange, precipitation oxidation ,reduction and neutralization
2. Land disposal- Waste that are not destroyed by chemical process needs to be off properly. In such case land disposal is the ultimate destination. we have successfully adopted 2 basic methods of land disposal which are land filling and underground injection. Temporary on site waste storage facilities include pounds and lagoon. This is lined with uniprevious clay soils to protect groundwater.
3. Sailabala women's autonomous college aims art turning challenges to opportunities. In the beginning manifold problems or encountered like selecting the right person/ mentor convincing the students of the benefits of staying connected both on line 3 mentoring for the students was a great gesture by all the educators.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded          |
| Geotagged photographs of the facilities   | <a href="#">View File</a> |
| 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

A. Any 4 or all of the above

| File Description                                 | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                   | No File Uploaded          |

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photos / videos of the facilities                        | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | No File Uploaded          |

### 7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

B. Any 3 of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of facilities                 | <a href="#">View File</a> |
| Policy documents and brochures on the support to be provided | No File Uploaded          |
| Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

The institution firmly believes in equal and recognition of all cultures and traditions as is evident from the fact that students belonging to different castes, religion, classes and regions study here without any discrimination. A good number of minority students study here. The sambalpuri dress code of the students is promoted by the institution which is woven by myriad artisans of



Odisha representation of the art, culture and heritage of Odisha. Unity In Diversity is advocated by the institution which plays a major role in creating a conducive environment. Our institution is only Women's College in the state of Odisha imparting Urdu honours at the UG level reflecting linguistic and cultural diversity. The institution commemorates days of national and international importance. The annual cultural week is organised to cater to the linguistic diversity and students participate in competitions like mehendi, essay writing, elocution, and dance and song competition. Jhota or alpna reflects the rich odia culture

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |

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

To inculcate the constitutional obligations in students a curriculum of Ethics and Values is a compulsory(Grade) course for all UG students. The role of NSS wing in providing help to geriatric people at the election booth during the municipal election is a glaring example of the display of their rights and responsibilities as a citizen. The active participation of our NSS volunteers in the Bali jatra festival, Asia's largest open trade fair to maintain law and order was commendable. They also engaged in cleanliness drive in the city. Several of our students are registered as Citizen Traffic police under the Odisha Traffic police. Traffic duty instills in them a sense of responsibility towards the society Numerous programs on ban of plastic, swacha bharath awareness drives were organized. Code of conduct is prepared for the student and staff laying emphasis on the 5T's (teamwork, technology, transparency transformation, and time limit) like 7 hour stay for faculties and non teaching and 75 attendance for the students. Blood donation camp was organized. Students also participated in road Safety Week /rally.

| File Description  | Documents                 |
|---|---------------------------|
| Details of activities that inculcate values necessary to transform students into responsible citizens | <a href="#">View File</a> |
| 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 sensitization 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 Annual awareness programmes on the Code of Conduct are organized**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics - policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

Personality development programs and seminars are conducted to improve the communication skills of the students. Online content and other video extensive lecturers are provided to students. Experts from reputed universities/ organisations are invited to deliver lecture in seminars/workshops. Emphasis is paid to obtain feedback from parents, students, faculty members, alumni to obtain information about qualitative suggestions for the development of this institution. Mentoring system assists each faculty in knowing the students personally and enable them in resolving problems of the students if any.

| File Description   | Documents                 |
|--|---------------------------|
| Annual report of the celebrations and commemorative events for during the year | No File Uploaded          |
| Geotagged photographs of some of the events                                    | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**1. Title of the Practice: CONNECTING THE DOTS: THE MENTOR MENTEE PERSPECTIVE**

**2. Objectives of the Practice**

To mentor and train students on accessing ICT platforms for smooth conduct of academic engagements in view of covid.

**3. The Context**

The challenges were software designing for form fill-up, fee submission, overall technical glitches and uniform allotment of mentees under a mentor.

**4. The Practice**

The practice was unique to sail through COVID situation. It bridged the gap between teachers and students. Teachers resolved all queries of students relating to examinations. The students remained updated through e-notes, e-resources, voice recordings shared by teachers. Mentees were exposed to webinars for academic enrichment.

**5. Evidence of Success**

The practice was a huge success as mentees could attend classes, fill-up forms, appear examination, submit answer scripts online. Each mentor took utmost care of her group to resolve problems of mentees of her group.

**6. Problems Encountered and Resources Required**

There were technical glitches and connectivity issues for students in remote areas. Those who did not possess smart phones were connected to academic institutions nearby for networking during examination.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Best-Practice-2021.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Best-Practice-2021.pdf</a> |
| Any other relevant information              | Nil   |

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Personality development programs and seminars are conducted to improve the communication skills of the students. Online content and other video extensive lecturers are provided to students. Experts from reputed universities/ organisations are invited to deliver lecture in seminars/workshops. Emphasis is paid to obtain feedback from parents, students, faculty members, alumni to obtain information about qualitative suggestions for the development of this institution. Mentoring system assists each faculty in knowing the students personally and enable them in resolving problems of the students if any.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Considering the National, regional and local relevance, the programme and courses have been designed, where the Indian context has been served as the main theme. Many of the subjects like Communicative English, Financial Literacy and Banking, Office Management and Leadership, Personality Development, Microeconomics, EVS, Business Statistics, Business Communication, Microeconomics, E-Commerce, Indian Economy, Entrepreneurship etc. has been designed for Job-orientation purposes and many other courses to highlight the art, culture, natural resources concept that emphasizes the importance of India. In addition to this Behavioural studies, Mental health, Human rights etc have been given the importance. The socio-economic condition of the state and Nation have been emphasised and includes research and application based & job oriented programs such as in Commerce, Arts and Science streams of the college. So far, the population of Odisha is concerned, it's glorious history, multitude of Art and Culture, language, sports, tourist places, its information and technology has been included in the curriculum of History, Sociology, Computer Science, Anthropology etc and Fish and Fisheries Biology features prominently in the Zoology curriculum.. Post graduation and M.Phil Department has made these areas as theme of their research area and have included Research Methodology as one of its subject. Each subject's Programme outcomes (POs), Programme Specific Outcomes (PSOs) and Course outcomes (Cos) are explicitly described which has been reflected in the college website, the link of which is given below.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload additional information, if any | No File Uploaded  |
| Link for additional information       | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/11/PLO-merged_compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/11/PLO-merged_compressed.pdf</a> |

**1.1.2 - Number of Programmes where syllabus revision was carried out during the year**

23

| File Description                                 | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BOS meeting | <a href="#">View File</a> |
| Details of syllabus revision during the year     | <a href="#">View File</a> |
| Any additional information                       | No File Uploaded          |

**1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year**

586

| File Description  | Documents                 |
|---|---------------------------|
| Curriculum / Syllabus of such courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses | <a href="#">View File</a> |
| MoUs with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Any additional information  | No File Uploaded          |

**1.2 - Academic Flexibility****1.2.1 - Number of new courses introduced across all programmes offered during the year**

00

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of relevant Academic Council/BoS meetings       | <a href="#">View File</a> |
| Any additional information                              | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | No File Uploaded          |

**1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System**

35

| File Description                                     | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BoS meetings    | <a href="#">View File</a> |
| Any additional information                           | No File Uploaded          |
| List of Add on /Certificate programs (Data Template) | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Shailabala Women's ( Autonomous) College has a mission to facilitate the students with knowledge, skills ,human values so that they can be a good citizen of the Nation . For the success of mission, the curriculum has been integrated with variety of courses in Undergraduation like 6 subjects in Science stream,16 subjects in Arts stream and 1 Commerce stream. Each course has 26 theory papers along with Practical papers in most of them. In Post graduation there are 12 courses and in M.Phil there are 8 subjects. The college has tried to orient the curriculum with a wide range of courses that integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics and try to onstill these values among the students both in terms of theory and practice.

- Keeping in view, many papers are for environment ethics,human values andpersonal ethics.
- To make the class room teaching into a Programme, college have organized a lot of outreach programme on mental health, rights to equality, etc.
- Almost of all the Departmensand NSS unit took the lead to sensitise the public students and affected communities
- ManyProgramme on Professional ethics, gender equality, human values have been organized in the various Department throught seminar, workshop to aware the students, Staff.

| File Description  | Documents                 |
|---|---------------------------|
| Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

00

| File Description   | Documents        |
|--|------------------|
| List of value-added courses                                    | No File Uploaded |
| Brochure or any other document relating to value-added courses | No File Uploaded |
| Any additional information                                     | No File Uploaded |

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

00

| File Description           | Documents        |
|----------------------------|------------------|
| List of students enrolled  | No File Uploaded |
| Any additional information | No File Uploaded |

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

762

| File Description  | Documents                 |
|---|---------------------------|
| List of programmes and number of students undertaking field projects / internships / student projects | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 1.4 - Feedback System



|   |                              |
|---|------------------------------|
| <b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b> | <b>A. All 4 of the above</b> |
|---|------------------------------|

| File Description  | Documents   |
|---|---|
| Provide the URL for stakeholders' feedback report   | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf</a> |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management | <b>No File Uploaded</b>   |
| Any additional information  | <b>No File Uploaded</b>   |

|   |   |
|---|---|
| <b>1.4.2 - The feedback system of the Institution comprises the following</b> | <b>A. Feedback collected, analysed and action taken made available on the website</b> |
|---|---|

| File Description                              | Documents   |
|---|---|
| Provide URL for stakeholders' feedback report | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf</a> |
| Any additional information                    | <b>No File Uploaded</b>   |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

**768**

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

##### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.)

**as per the reservation policy during the year (exclusive of supernumerary seats)**

316

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| 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 students' learning levels and organises special programmes for both slow and advanced learners.

This college arranged induction classes for all students admitted. The institution has different special programmes for advanced learners and slow learners. It has been implemented from time to time to meet the issues in students learning levels. Based on their performance in 1st mid sem examination remedial classes are arranged for the slow learners along with regular classes special attention is given for their improvement like problem solving, simple way of teaching, visual audio video mode etc. Slow learners are regularly taken care by counseling by their mentors. For additional help parent teacher meeting has been organized to involve their parents in the process of learning.

Assignments, seminars/webinars are arranged for advanced learners by the faculty members. Career counseling programmes are organized for their career improvement. The college facilitated and guided advanced learners to prepare for NET /JRF/OPSC etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf</a> |

**2.2.2 - Student – Teacher (full-time) ratio**

| Year       | Number of Students | Number of Teachers |
|------------|--------------------|--------------------|
| 31/12/2021 | 2415               | 101                |

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload 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:

The teaching learning method is one of the best student centric method. The methods like experiential learning, participative learning and problem solving learning make strong the teaching learning method. The college adopts different types of teaching learning methods.

The learning experience is upgraded by extensive use of ICT tools like ppts, LCD interactive boards, JAM boards by teachers, especially consequent to the covid-19 pandemic and evaluated through mock tests, quiz, webinars, online testing etc. Different games are introduced to motivate students to participate in learning process. As to be a complete student physical development is highly required besides intellectual development.

Quiz, Talent hunt, ppt presentation through webinars are organized for exposure of students to show their creativity and hidden talents. They also get the opportunity to interact with resource persons in the webinars. There are provisions of language laboratory, virtual classroom, spoken tutorials for the development in communication skills as well as other skills beyond the syllabus.

Guest lectures on topics relevant to employment skills and employment opportunities are organized by personnel from different careers.

Project works are organized for final year students under the supervision of guides and resources in each department.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional Information   | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Teaching-Learning-Process.pdf</a> |

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

In addition to chalk and talk method of teaching the faculty members of this institution are using the IT enabled learning tools such as PPT, Video clipping, Audio system, online sources.

Most of the faculty use interactive method for teaching. The major emphasis is on classroom interaction in terms of research papers presentations, seminars, debates group discussions, assignments etc.

Specialised computer laboratory with an internet connection has been provided to promote independent learning.

During the covid-19 pandemic situation online classes were held through zoom/Google meet App etc.

They are using JAM Board, White Board provided by the Application software.

For development of communication skill there is a provision of Language Lab in English Dept. with ICT enabled tools.

| File Description   | Documents   |
|--|---|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ICT-Tools-for-Effective-Teaching-Learning.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ICT-Tools-for-Effective-Teaching-Learning.pdf</a> |
| Upload any additional information  | <a href="#">View File</a>   |

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

101

| File Description  | Documents                 |
|---|---------------------------|
| Upload year-wise number of students enrolled and full-time teachers on roll | <a href="#">View File</a> |
| Circulars with regard to assigning mentors to mentees                       | <a href="#">View File</a> |

## 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

**Academic Calendar**

The institute has an academic calendar which is well planned and made available students in the Website.

It includes dates of internal assessment, form fill up, end semester examination, practical dates of all courses. It also include date of all back paper examinations. Due to pandemic some of the examinations are conducted online, some are in offline mode depending upon the government guidelines. It is strictly adhered to government academic calendar given by department of higher education . Incase of any unavoidable situation which are beyond the control of the authority, necessary changes are made and same is informed to students.

**Teaching Plan**

Before commencement of the semester every dept. conduct board of studies and department meeting with faculty members and other external members of BOS for syllabus, examiners, moderators, etc. allocation of papers. Unit wise teaching plan of each paper is approved by head of the department and is reflected in the lesson plan and progress register of each faculty. The number of classes required to complete each unit and actual number of classes taken by them are mentioned in that register. Extra classes are arranged to complete the course. For weaker students remedial classes are also arranged. Academic plan is followed by academic calendar ,teaching plan with attendance of students, mentoring of students, evaluation records, review meetings for progression in syllabus etc.

| File Description  | Documents                 |
|---|---------------------------|
| Upload the Academic Calendar and Teaching Plans during the year | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

101

| File Description   | Documents                 |
|--|---------------------------|
| Year-wise full-time teachers and sanctioned posts for the year | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI   | No File Uploaded          |
| Any additional information                                     | No File Uploaded          |

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

43

| File Description  | Documents                 |
|---|---------------------------|
| List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

101

| File Description  | Documents                 |
|---|---------------------------|
| List of teachers including their PAN, designation, Department and details of their experience | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**2.5 - Evaluation Process and Reforms****2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

24

| File Description   | Documents                 |
|--|---------------------------|
| List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**

1

| File Description  | Documents                 |
|---|---------------------------|
| Upload the number of complaints and total number of students who appeared for exams during the year | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The College has a well structured and IT integrated examination management system. which effectively working for entering examination related Data like students registration, generation of examination roll numbers admit cards, marks entering by the tabulators, publication of results and preparation of certificates for UG,PG and M.Phil and B.Ed (S.F) courses. The college conducts continuous internal assessment of the students in the form of mid-semester exam, end-semester exam, project, dissertation evaluation etc.

Since the said period was affected by covid-19 pandemic examination were held in online mode as per the instructions laid by DHE, Odisha Govt. For the smooth conduct of examination through online mode mentor mentee system was adopted .Students appeared the examination online.

It was very successfully done with the help of internet and the students faced no problem in this process . The results of students were published in due time as desired by DHE, Odisha . ICT enabled tools laptop, desktop and other resources were used in examination system during the period.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Integrated-EMS.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Integrated-EMS.pdf</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The college has stated graduate attributes and learning objectives. To attain these attributes Programme outcomes (POs), Programme specific outcomes (PSOs) for all academic programmes at UG & PG levels are stated by the Institute as per guidelines of NAAC. The POs are aligned to the learning objectives. Ten attributes are included in the POs. Knowledge outcomes Skill outcomes Values outcomes POs and PSOs are designed for the successful career of the student. The COs identify the minimum achievement required for success in the course. They are based on the principles of Blooms taxonomy including Knowledge, Comprehension Application, Analysis, Synthesis and Evaluation. For each programme, PO/PSO and CO are designed through the following process steps:

- 1) HOD & faculty prepare the PSO and POs which are in line with Graduate Attributes and Vision, Mission of the Institute.
- 2) These are placed in the Board of studies for approval.
- 3) They are then placed before the academic council for ratification.
- 4) Finally POs, PSOs, COs are displayed in the Institutes' website.

The students are aware of PO, PSO, CO at the beginning of the programme. The feedbacks from students, parents, teachers and



alumni significantly contribute to the COs.

| File Description   | Documents   |
|--|---|
| Upload COs for all courses (exemplars from the Glossary) | No File Uploaded  |
| Upload any additional information                        | No File Uploaded  |
| Link for additional Information                          | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Programme-Outcome-and-Course-Outcome.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Programme-Outcome-and-Course-Outcome.pdf</a> |

#### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The process of attainment of COs, POs and PSOs starts from finalizing COs for each course of the program from first semester to last semester. The course outcomes are designed by the concerned faculty members and are finalized using action verbs of learning levels as per Bloom's Taxonomy. Then, a correlation is established between COs and POs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every course in the program including the elective courses. For each course, attainment level of all course outcomes is arrived at rigorously based on the student performance in the internal and external examinations.

The CO attainments are evaluated directly from the performance of students in bothe Mid-sem and End-sem examinations for each course using the simple formulas and weightage. The weightage for programmes with and without practical courses are different.

Practical subjects: 15% (Mid-sem) + 60% (End-sem) + 25% (Lab)

Non-practical subjects: 20% (Mid-sem) + 80% (End-sem)

Basing on the CO PO PSO mapping and CO attainment suggest the improvement in the performance and curriculum.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Attainment-of-Pos-and-Cos.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Attainment-of-Pos-and-Cos.pdf</a> |

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

693

| File Description  | Documents   |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | <a href="#">View File</a>   |
| Upload any additional information   | No File Uploaded  |
| Paste link for the annual report  | <a href="https://www.shailabalawomenscollege.ac.in/provisional-result-and-merit-list-2021/">https://www.shailabalawomenscollege.ac.in/provisional-result-and-merit-list-2021/</a> |

### 2.7 - Student Satisfaction Survey

#### 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

<https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

#### Policy for promotion of Research

Shailabala Women's Autonomous College, Cuttack being the first premier women's College in the state of Odisha is committed to

the pursuit of excellence in research by

1. Encouraging the faculty members to achieve academic excellence through research.
2. Faculty members shall undergo training to apply for project proposal to various Government and Non Government agencies for financial support.
3. Faculty members undertaken Research projects are encouraged to publish their research papers in respected international journals
4. Library being an asset for research shall encourage the faculty for research by providing international level journals.
5. Faculty members shall motivate to work in different multidisciplinary centers of excellence for research.
6. Constant support shall be given to all faculty members for registration for doctoral programs.
7. Faculty members shall be encouraged to organise different state , National and International seminars for academic support and research.

The college has also adopted the Research Policy in the lines of the Research Policy of OSHEC -2021.

| File Description   | Documents   |
|--|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | No File Uploaded  |
| Provide URL of policy document on promotion of research uploaded on the website  | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Policy-for-Promotion-of-Research.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Policy-for-Promotion-of-Research.pdf</a> |
| Any additional information   | No File Uploaded  |

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

| File Description  | Documents        |
|---|------------------|
| Minutes of the relevant bodies of the institution regarding seed money                                      | No File Uploaded |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | No File Uploaded |
| List of teachers receiving grant and details of grant received  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the award letters of the teachers                     | No File Uploaded          |
| List of teachers and details of their international fellowship(s) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

12.58 lakhs

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations | <a href="#">View File</a> |
| List of projects and grant details   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

**3.2.2 - Number of teachers having research projects during the year**

2

| File Description                          | Documents                 |
|---|---------------------------|
| Upload any additional information         | No File Uploaded          |
| Paste link for additional Information     | Nil                       |
| List of research projects during the year | <a href="#">View File</a> |

**3.2.3 - Number of teachers recognised as research guides**

13

| File Description  | Documents                 |
|---|---------------------------|
| Upload copies of the letter of the university recognizing teachers as research guides | No File Uploaded          |
| Institutional data in Prescribed format   | <a href="#">View File</a> |

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

2

| File Description                          | Documents                 |
|---|---------------------------|
| Supporting document from Funding Agencies | <a href="#">View File</a> |
| Paste link to funding agencies' website   | Nil                       |
| Any additional information                | No File Uploaded          |

**3.3 - Innovation Ecosystem**

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

**Ecosystem for Innovations**

1. Innovation Ecosystem-The Shailabala Women's(A) college,

Cuttack is devoted for education, research and extension to advance the economic and social development of the state. The faculty of the college take active part in teaching ,research and extension activities relevant to their specialization. The institute provides conducive environment for research and technology driven innovation. The 4 key constituents of the ecosystem for innovations are 1.Technology 2.Research 3.Innovation and 4.Industry.

2. Research Grant Support-Faculties are encouraged to apply and obtain research grant in thrust areas from various government and non government Funding Agency. Every faculty member is informed about announcement by various funding agencies and support with proposal format, budget, purchase of equipment and material under research project.
3. Human Resource Development- Faculty and students are supported and encouraged to participate in professional development programme, organise and participate in conference, seminar, Workshop, training program and enhance their qualifications. Faculty members are encouraged to guide research. Brainstorming sessions through talks by eminent personalities from institution of repute for both understanding of research methodology and practices are organized.
4. Research committee -The college has formulated a research policy to facilitate, monitor and evaluate progress of the research and development activity

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Ecosystem-for-Innovations.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Ecosystem-for-Innovations.pdf</a> |

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

01

| File Description                                     | Documents                 |
|--|---------------------------|
| Report of the events                                 | <a href="#">View File</a> |
| List of workshops/seminars conducted during the year | <a href="#">View File</a> |
| Any additional information                           | No File Uploaded          |

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

D. Any 1 of the above

| File Description   | Documents        |
|--|------------------|
| Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check | No File Uploaded |
| Any additional information   | No File Uploaded |

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

6

| File Description   | Documents                 |
|--|---------------------------|
| URL to the research page on HEI website  | Nil                       |
| List of PhD scholars and details like name of the guide, title of thesis, and year of registration | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

14

| File Description  | Documents                 |
|---|---------------------------|
| List of research papers by title, author, department, and year of publication | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

12

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

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

82

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Bibliometrics of the publications during the year | No File Uploaded          |

**3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University****3.4.6.1 - h-index of Scopus during the year**

3



| File Description   | Documents                 |
|--|---------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

**NIL**

| File Description   | Documents        |
|--|------------------|
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | No File Uploaded |
| List of consultants and revenue generated by them  | No File Uploaded |
| Any additional information   | No File Uploaded |

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

**00**

| File Description  | Documents        |
|---|------------------|
| Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy | No File Uploaded |
| List of training programmes, teachers and staff trained for undertaking consultancy   | No File Uploaded |
| List of facilities and staff available for undertaking consultancy  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

For the holistic and personality development of students, the College encourages the young and dynamic students for participation in extension activities through NSS, NCC, YRC & Rangers with 50 volunteers in each unit. Activities like campus cleaning, AIDs awareness programme, plantation programmes, Covid-19 awareness, Yoga training sessions, fire safety management programmes and community services. The volunteers feel a sense responsibility and belief that they need to give back to society and the environment what they have taken. They participate in social services activities like plantation, eye donation awareness camp, dental health camp, anti tobacco movement etc. The students were sensitised on Women Rights, Right to information, Women Empowerment, drop outs in slum areas etc. All these programmes develop in the students the spirit of responsibility, accountability, integrity and human values towards achieving the vision and mission of the institution. The volunteers actively participate in the regular campus cleaning of our college campus as part of Swatch Bharat initiatives. In collaboration with other Govt. and Private agencies our college organises different workshops, Guest lectures on different topics such as voters responsibility, awareness on abolition slavery, Awareness on persons with disability, Breast Cancer Awareness Programme, road safety week etc. are organised by extension wings periodically.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Extension-Activities.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Extension-Activities.pdf</a> |

**3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year**

21

| File Description   | Documents                 |
|--|---------------------------|
| Number of awards for extension activities in during the year | <a href="#">View File</a> |
| e-copy of the award letters                                  | <a href="#">View File</a> |
| Any additional information                                   | <a href="#">View File</a> |

**3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

50

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Reports of the events organized | <a href="#">View File</a> |
| Any additional information      | No File Uploaded          |

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

2873

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Reports of the events      | <a href="#">View File</a> |
| Any additional information | No File Uploaded          |

**3.7 - Collaboration**

**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

15

| File Description                               | Documents                 |
|--|---------------------------|
| Copies of documents highlighting collaboration | <a href="#">View File</a> |
| Any additional information                     | No File Uploaded          |

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

**NIL**

| File Description  | Documents        |
|---|------------------|
| e-copies of the MoUs with institution/ industry/ corporate house  | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year | No File Uploaded |
| Any additional information  | No File Uploaded |

**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 equipments, etc.

The institution has adequate infrastructure and physical facilities to accommodate all departments for conducting its effective teaching learning process.

- The college has campus area of A11.739D. It has different buildings meant for Arts, Commerce and Science faculties with UG,PG and M.Phil along with self-financing courses like computer Science & B.Ed. Practicals are conducted in different Groups for giving hands on exposure to the students.
- Classroom Facilities :- The total square feet of the bulding is mesured 67830.43
- The total number of classrooms in the college are 72. There are 24 ICT enabled and 2 Virtual classrooms including one Smart Classroom , one Language Lab, one Conference hall, one SAMS Lab, one Auditorium. The solar project of 10 KW, Two Generators and three UPS inverter servers are used for continuous supply of electricity,
- The college has several well equipped laboratories, two storied library with study room, big play ground , gymnasium, 4 hostels, staff quarters, canteen, yoga court and several wash rooms etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Infrastructure-and-activities-geo-tagged-images_1.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Infrastructure-and-activities-geo-tagged-images_1.pdf</a> |

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

The institution has adequate facilities for cultural activities, Yoga, Sports and games (Indoor and Outdoor) Gymnasium, auditorium etc.

- Holistic Growth of students is a prioritized commitment provided by the institution through infrastructures and learning facilities. It provides adequate facilities for indoor/outdoor sports and cultural activities. A spacious multipurpose hall fully equipped with auditorium and other amenities for the students to organise and participate in recreational, Co-curricular and Cultural activities. The outdoor sports facilities include football court, Basket ball court, volleyball court, Badminton court etc. Indoor games include Chess, Carrom, Table tennis etc.
- One open pond located in the campus also cater to the needs of open competitions and cultural activities.
- Gymnasium facility is available in indoor form with high grade instruments for total body workout.
- Special classes on self-defence are organized for female students, special coaching is organised for chess, kabadi and carom.
- NSS unit, Yoga and meditation centre also exists in the institution
- Available sports infrastructure is optimally used for physical education lecturers and practices.

Guidance sessions for Yoga are conducted for students and staff members on a regular basis.

| File Description                      | Documents   |
|---------------------------------------|---|
| Geotagged pictures                    | No File Uploaded  |
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/geo-tagged-data/">https://www.shailabalawomenscollege.ac.in/geo-tagged-data/</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

26

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

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

9852515

| File Description   | Documents                 |
|--|---------------------------|
| Upload audited utilization statements                      | No File Uploaded          |
| Details of Expenditure, excluding salary, during the years | <a href="#">View File</a> |
| Any additional information                                 | No File Uploaded          |

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is fully automated with a standard ILMS. The entire library housekeeping work is done through computer. Online OPAC is available and users have been using it. Open Access System is introduced in the college. The reading room of the college is the bigger one which can accommodate more than 100 students at a time. Library has a huge collection of e- resources which are used by the students and teachers in the e-resource centre.

The library has high speed internet connectivity with WIFI facility. Library developed a digital depository using digital library software of various e-contents like e-book, syllabus, old question papers etc. It also encompasses the resource for visually challenged students. The LAN facility in e resource centre helps the library to share its resource over the network. The reference desk in library actively facilitates the user in case of any query. The library also provide user education programme for newly admitted students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ILMS.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/ILMS.pdf</a> |

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

C. Any 2 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**Rs. 64800.00**

| File Description   | Documents                 |
|--|---------------------------|
| Audited statements of accounts   | No File Uploaded          |
| Any additional information   | 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 - Usage of library by teachers and students (footfalls and login data for online access)****4.2.4.1 - Number of teachers and students using the library per day during the year**

60-100

| File Description   | Documents                 |
|--|---------------------------|
| Upload details of library usage by teachers and students | <a href="#">View File</a> |
| Any additional information                               | <a href="#">View File</a> |

**4.3 - IT Infrastructure**

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Computers / laptops are in all the departments. Students as well as faculty members have the liberty to utilize these facilities as per the rules. The college has wifi enable campus of 100 mbps. The office as well as library are equipped with computers with internet facility and installed with appropriate software. Computers have been provided to various departments from the RUSA fund. Internet facility with appropriate bandwidth have been provided to different places such as college library , office, SAMS, examination section, Laboratories of B.Ed., computer science and Library and information science. Students as well as teachers are assessing the web resources from the library resource center. The library is automated with e-Granthalaya software and computers with high band configuration. Resource sharing is done through LAN at library, SAMS , Computer Science department. College has an interactive and dynamic website where all administrative and academic activities are circulated / uploaded. Various departments have developed departmental e-libraries to which the students have easy and free access.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Policy.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Policy.pdf</a> |

**4.3.2 - Student - Computer ratio**



|  |                      |
|--|----------------------|
| Number of Students   | Number of Computers  |
| 2415   | 232                  |
| File Description   | Documents            |
| Upload any additional information  | No File Uploaded     |
| <b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>  | A. 250 Mbps          |
| File Description   | Documents            |
| Details of bandwidth available in the Institution  | No File Uploaded     |
| Upload any additional information  | No File Uploaded     |
| <b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b> | E. None of the above |
| File Description   | Documents            |
| Upload any additional information  | No File Uploaded     |
| Paste link for additional information  | Nil                  |
| List of facilities for e-content development (Data Template)   | No File Uploaded     |
| <b>4.4 - Maintenance of Campus Infrastructure</b>  |                      |
| <b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>   |                      |
| Rs. 9852515  |                      |

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Audited statements of accounts    | No File Uploaded          |
| Upload any additional information | <a href="#">View File</a> |

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

**Class Room:** All non ICT class rooms are cleaned on a day to day basis, dusting is also periodically. The ICT enabled class rooms are maintained by regular checkups . All classrooms are well lighted and ventilated. The class rooms are used as per Time Table.

**Laboratory:** All the Practical departments are well equipped with infrastructures equipments, chemicals , teaching aids and other updated facilities.

**Library :** The library is also adopting computerized digitization of books for smooth access of our faculty members and students as and when required. The library reading room has facilities like water purifier, wash room etc.

**Sports Complex :** sports complex of the institution is maintained regularly by grass cutting. The changing room, gymnasium, swimming pool and other such facilities are utilised as per norms .

**Computers-** Each department has desktop , Printer. Some departments have laptops, printers, Xerox machine and projectors including two well equipped computer labs of computer science and physics department. Apart from that SAMS lab, Controllers Section, office, IAQC Room are also equipped with computer system for day-today activities. The maintenance of computers are effected by AMC and updation by anti virous software

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/12/procedures.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/12/procedures.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

514

| File Description  | Documents                 |
|---|---------------------------|
| Upload self-attested letters with the list of students receiving scholarships | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

15

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

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

**B. Any 3 of the above**

| File Description                              | Documents                 |
|---|---------------------------|
| Link to Institutional website                 | Nil                       |
| Details of capability development and schemes | <a href="#">View File</a> |
| Any additional information                    | <a href="#">View File</a> |

#### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

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) | No File Uploaded |

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |
| Upload any additional information  | No File Uploaded          |

|  |                           |
|--|---------------------------|
| <b>5.2 - Student Progression</b>   |                           |
| <b>5.2.1 - Number of outgoing students who got placement during the year</b>   |                           |
| 15   |                           |
| <b>File Description</b>  | <b>Documents</b>          |
| Self-attested list of students placed  | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| <b>5.2.2 - Number of outgoing students progressing to higher education</b>   |                           |
| 134  |                           |
| <b>File Description</b>  | <b>Documents</b>          |
| Upload supporting data for students/alumni   | No File Uploaded          |
| Details of students who went for higher education  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| <b>5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year</b>  |                           |
| <b>5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year</b>                 |                           |
| 6  |                           |
| <b>File Description</b>  | <b>Documents</b>          |
| Upload supporting data for students/alumni   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| <b>5.3 - Student Participation and Activities</b>  |                           |
| <b>5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year</b> |                           |
| 0  |                           |

| File Description                           | Documents        |
|--|------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information                 | No File Uploaded |

### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college has the provision for formation and establishment of different student councils, unions and societies. They are:-

- (i) The students union
- (ii) The Dramatic society
- (iii) The Athletic society
- (iv) The literary society
- (v) The science society
- (vi) The Debating society

The students are elected as per G.O.273476 Dt.28.9.18 to the posts of president, vice president, General secretary etc.

They function following certain rules and regulations.

In 2020-21 session no student bodies could be formed owing to the prevailing pandemic situation. There were shut downs and this college was not functioning normally.

However two students of each department were nominated as seminar Secretary and Asst. Secretary by the HOD concerned. The student representation also made in IQAC and Hostel.

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

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

| File Description   | Documents        |
|--|------------------|
| Report of the event  | No File Uploaded |
| List of sports and cultural events / competitions organised per year | No File Uploaded |
| Upload any additional information                                    | No File Uploaded |

#### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

In July when the college celebrated the plantation month the alumni association of the SBWAC contributed Rs.5000/-.The amount was handed over to the office of the principal and deposited in alumni account.

This was followed by organization of 2 to 3 webinars in which the association was actively involved.

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

#### 5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Shailabala Women's Autonomous College celebrates the uniqueness of everyone within the college and aims at a holistic approach

to shape the overall perspective of every girl. The academic agenda of this centurion institution is designed in tune with the changing needs of the society so as to provide quality education, enabling the students to achieve the pinnacle of success. In order to achieve the mandate the leadership provides clear goals to develop this institution in a consensual manner. All major policy decisions are made through discussions, consultations and participation of all faculties in a transparent manner. Each facilitator is given the opportunity and enough space to present the views on matters pertaining to both curricular and extracurricular activities and differences of opinion is honoured. The institution also aims at enhancing and instilling in the minds of the students a sense of equality, social justice, rationalism, secularism and national integration. Fostering and promoting relationship with other leading institutions to provide career opportunities for students has been our desired target.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/goal-mission-objectives/">https://www.shailabalawomenscollege.ac.in/goal-mission-objectives/</a> |

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

1. Decentralization and participative management has been strictly adhered for the smooth functioning of the administration and ensuring a democratic work culture. The department which require the rooms for seminar/ classroom purpose apply for requisition and the rooms are allotted accordingly on the specified date
2. As the college has acquired Autonomous status since 2017 each department enjoys the liberty of making alterations and bringing about 20% changes in the syllabus and after it is unanimously decided in the Board of Studies meeting conducted by each department.
3. The administration in the college has been decentralised . Several teachers facilitated the authority as administrative bursar,accounts bursar,heads of the department etc.There are various committees to look after the different procedure like finance committee,purchase committee etc. The Governing body has the power to



approved to descisions and function.

| File Description  | Documents   |
|---|---|
| Upload strategic plan and deployment documents on the website | <a href="#">View File</a>   |
| Upload any additional information                             | No File Uploaded  |
| Paste link for additional Information                         | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Decentralisation-and-Participative-Management.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Decentralisation-and-Participative-Management.pdf</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The virulent impact of COVID 19 pandemic could be felt in every sector and education sector fell a serious prey to it. The closure of educational institutions in order to reduce the spread of COVID-19 gave rise to digital platforms and online classes gained prominence. The disrupted education system affected the most vulnerable students, as a result of which the classes were engaged through online mode along for the successful completion of syllabus. Webinars were also organised for the overall academic enrichment of students and also to fight the boredom of routine classes. The faculties were directed by the head of the institution to share PDFs, PPTs and e-content to their students of their respective WhatsApp groups created solely for the purpose of teaching and academic exchange. The marginalised students who did not possess the smart phones were benefited by clarifying their doubts over telephonic conversation, some voice recordings and textual messages. Semester examinations were successfully conducted through online mode keeping in view the safety of both students and teachers.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

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

The college is governed by Department of Higher Education, Government of Odisha and affiliated to RamaDevi Women's University, Bhubaneswar. The Principal stands at the top of the organizational hierarchy. The Executive Committee, Finance Committee, Academic Council consisting of both internal and external members are independent bodies to aid the institution for approval of administrative, financial and academic proposals. The Principal exercises overall supervision over various units essential for college administration. The units are Heads of All Departments, Establishment section, Accounts section, Academic section, UGC Cell and IQAC. The Principal is the warden of all hostels. All the 4 hostels function under the supervision of Superintendent/ Asst. Superintendent and supportive staff. Different supportive bodies like NCC, NSS, YRC, Placement Cell and Self Defence function under an officer-in-charge for the all round development of students. There are various committees in this institution to take crucial decisions on administrative, development, financial, library, examination and hostel matters. These committees are Staff Council, College Development Committee, Purchase Committee, Residential Committee, Examination Committee, and Library Committee. All Committees are headed by a convenor. The Examination Committee is however headed by the Controller of Examination.

| File Description                                    | Documents   |
|---|---|
| Paste link to Organogram on the institution webpage | <a href="https://www.shailabalawomenscollege.ac.in/">https://www.shailabalawomenscollege.ac.in/</a> |
| Upload any additional information                   | <a href="#">View File</a>   |
| Paste link for additional Information               | Nil   |

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution provides many welfare majors for teaching and non-teaching staff. They have the benefit of casual leaves earn leaves medical leaves etc. They have the facility to take advance from the GPF. The College provides a lumpsum amount to the next family member of the employes in case of death. The pension of the retired employes are sanction by the College authority. The college facilitates the promotion of employes and study leaves. The teaching staff are allowed to under go refresher and orientation courses as per norms.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf</a> |

**6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of 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 programmes organized by the Institution for its teaching and non-teaching staff during the year**

3

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres) | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |

**6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

7

| File Description  | Documents                 |
|---|---------------------------|
| Summary of the IQAC report  | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <a href="#">View File</a> |
| 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

The audit is an official process of financial inspections. It examines various books of accounts, and physical checking of inventory to make sure that the college follows a properly documented system of all transactions. There are mandatory audits like Government audit, audit by accountant general etc. The College has its own internal audits on equipment, furniture, contingency, hostel, etc. The main objective of auditing is to ensure that the accounts reveal a fair view of all kinds of business and transactions. There are basically two objectives of auditing. The primary objective is to examine the accuracy of books of accounts and to express opinions on financial statements. The secondary objective is to detect and prevent errors and detection and prevention of fraud. In examining the primary objective, the arithmetical accuracy of the books of account is verified, and the value of assets and liabilities is verified. It also verifies all the statutory requirements for maintaining the book of accounts. The secondary objective takes care of the errors of omission. It verifies all the transactions made by departments and bodies and a different section of the college for the financial year, the compliance has been made during the audit process. The compliance report is submitted after getting the final report. In November 2021 the college was the venue of inter-college audit compliance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/AUDIT.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/AUDIT.pdf</a> |

**6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)**

3,65,000/-

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Details of funds / grants received from non-government bodies, individuals, philanthropists during the year | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

**6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

The non salary allotment/ resources from the government for the year 2020-21 was Rs-7,41,380/- which was mobilised towards cost of medicines- Rs-70,000, lab expenses-37000, travel expenses-30700, electricity dues-4,80,000, telephonic charges-18,500, other contingency-55,000, lab equipment-5,380, library books-44,800. Besides, Rs-3174574/- was mobilised towards construction of classrooms. Rs-138400 mobilized towards repair and renovation of college quarters and Rs- 332600 spend towards the overall repair and renovation work in the college

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Mobilization-of-Funds.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Mobilization-of-Funds.pdf</a> |

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

For students, the improvement has been brought in transparency in admission, induction programmes, mentor-mentee system, non-negotiable academic calendar, conduct of examinations (online and offline), publication of results, extension activities, project activities and inculcation of Ethics, Nationalism in the Programme Outcomes. For faculty, the IQAC has given importance to hold Faculty Development Programmes, ICT enabled teaching, funded research projects, to participate in seminars and webinars, to join refresher and orientation courses, research publications etc. several programmes were arranged on SEBI-Investor Awareness Programme on 12th September, 2020. a Seminar on IPR on 09/02/2021, a National seminar on Quality Assurance in Higher Education and NAAC in coordination with Department of Computer Science on 7th August 2021. The cell had also initiated various audits like Environmental Audit, Green audit etc. The college has initiated various NSS Activities like 1. Awareness programme on electronic banking and training programme in association with Reserve Bank of India on 23/02/2021, 2. Vigilance Awareness Programme on 01/11/2021, 3. Awareness programme and Rally on World Aids Day on 01/12/2021 to name a notable few in M. S Auditorium of the college for the benefit of faculty, administrative staff and Office staff of the college.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/03/REPORT-ON-IPR.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/03/REPORT-ON-IPR.pdf</a> |

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

IQAC reviews its teaching-learning process, structure and methodologies of operation and learning outcomes through various surveys like student satisfaction survey, parent's feedback, teacher's feedback etc. The feedback received are analysed and the action taken report is generated through the academic committee. The syllabi of different programmes are passed in the Board of Studies meeting. The programme outcomes, learning outcomes and course outcomes of each course are elaborately described and uploaded in the college website. Online examinations are properly conducted and results are published

as per the calendar. IQAC also co-ordinates various webinars and seminars with the teaching departments to emphasize upon outcome based education and experiential learning.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Feedback-System.pdf</a> |

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**B. Any 3 of the above**

| File Description   | Documents   |
|--|---|
| Paste the web link of annual reports of the Institution            | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/06/SB-BULLETIN-19TH-MAY-compressed.pdf</a> |
| Upload e-copies of accreditations and certification                | No File Uploaded  |
| Upload details of quality assurance initiatives of the institution | No File Uploaded  |
| Upload any additional information                                  | 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

Established in the year 1946 Shailabala Women's Autonomous College is the first women's College of the state imparting higher education and promoting gender equity. The college has



taken several measures to ensure the safety and security in the campus and hostels by instituting Antiragging and Cell for prevention of Sexual Harassment. CCTV cameras have been installed in the campus to provide round the clock security. A complaint box is placed outside the office to encourage the students to lodge complaint (other than ragging and sexual harassment) without fear. A team of teachers look into the complaints and maintain maximum confidentiality. Incorporation of Ethics and Values in the course curriculum is made mandatory to instil in the students necessary values to be empathetic towards society and polity. The Self Defence training program of 12 days for each girl enrolled in the long roll is highly appreciable which enables the students to learn from master trainers various techniques required to defend oneself when physically assaulted. Periodical seminars /workshops promoting gender issues instills confidence in each girl to stand up for themselves. Entrepreneurs from International brand like Ruchi masala have addressed. The chairperson of State Commissioner for Bhubaneswar has personally interacted with our students making them aware of the various promenades available for women as permissible under law.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Gender-Equity.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Gender-Equity.pdf</a> |

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

A. Any 4 or All of the above

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geotagged Photographs          | <a href="#">View File</a> |
| 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 a maximum of 200 words)

The college employs several techniques for the management of degradable and non degradable waste. The primary focus is on the 3R's- Reduce Reuse and Recycle of waste. The college has different dustbins to segregate the solid waste. In the hostels organic waste from kitchen is deposited in pits dug in the hostel backyard. The pits are covered so that compost formed acts as a manure for hostel garden. Liquid waste is well managed through proper sewage system. The waste flows to canals outside the campus. Hazardous waste can be treated by chemical, thermal biological and physical methods. In our college the methods of treatment of hazardous chemicals are manifold.

1. Chemical methods- this is done through ion exchange, precipitation oxidation ,reduction and neutralization
2. Land disposal- Waste that are not destroyed by chemical process needs to be off properly. In such case land disposal is the ultimate destination. we have successfully adopted 2 basic methods of land disposal which are land filling and underground injection. Temporary on site waste storage facilities include pounds and lagoon. This is lined with uniprevious clay soils to protect groundwater.
3. Sailabala women's autonomous college aims art turning challenges to opportunities. In the beginning manifold problems or encountered like selecting the right person/ mentor convincing the students of the benefits of staying connected both on line 3 mentoring for the students was a great gesture by all the educators.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded          |
| Geotagged photographs of the facilities   | <a href="#">View File</a> |
| 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**

A. Any 4 or all of the above

| <b>water recycling Maintenance of water bodies and distribution system in the campus</b>  |                                     |
|---|-------------------------------------|
| File Description  | Documents                           |
| Geotagged photographs / videos of the facilities  | <a href="#">View File</a>           |
| Any other relevant information  | No File Uploaded                    |
| <b>7.1.5 - Green campus initiatives include</b>   |                                     |
| <b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <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</b></li> </ol>   | <b>A. Any 4 or All of the above</b> |
| File Description  | Documents                           |
| Geotagged photos / videos of the facilities   | <a href="#">View File</a>           |
| Various policy documents / decisions circulated for implementation  | No File Uploaded                    |
| Any other relevant documents  | No File Uploaded                    |
| <b>7.1.6 - Quality audits on environment and energy undertaken by the institution</b>   |                                     |
| <b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol> | <b>B. Any 3 of the above</b>        |

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

A. Any 4 or all of the above

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of facilities                 | <a href="#">View File</a> |
| Policy documents and brochures on the support to be provided | No File Uploaded          |
| Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

The institution firmly believes in equal and recognition of all cultures and traditions as is evident from the fact that students belonging to different castes, religion, classes and regions study here without any discrimination. A good number of

minority students study here. The sambalpuri dress code of the students is promoted by the institution which is woven by myriad artisans of Odisha representation of the art, culture and heritage of Odisha. Unity In Diversity is advocated by the institution which plays a major role in creating a conducive environment. Our institution is only Women's College in the state of Odisha imparting Urdu honours at the UG level reflecting linguistic and cultural diversity. The institution commemorates days of national and international importance. The annual cultural week is organised to cater to the linguistic diversity and students participate in competitions like mehendi, essay writing, elocution, and dance and song competition. Jhoti or alpna reflects the rich odia culture

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |

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

To inculcate the constitutional obligations in students a curriculum of Ethics and Values is a compulsory(Grade) course for all UG students. The role of NSS wing in providing help to geriatric people at the election booth during the municipal election is a glaring example of the display of their rights and responsibilities as a citizen. The active participation of our NSS volunteers in the Bali jatra festival, Asia's largest open trade fair to maintain law and order was commendable. They also engaged in cleanliness drive in the city. Several of our students are registered as Citizen Traffic police under the Odisha Traffic police. Traffic duty instills in them a sense of responsibility towards the society Numerous programs on ban of plastic, swacha bharath awareness drives were organized. Code of conduct is prepared for the student and staff laying emphasis on the 5T's (teamwork, technology, transparency transformation, and time limit) like 7 hour stay for faculties and non teaching and 75 attendance for the students. Blood donation camp was organized. Students also participated in road Safety Week /rally.

| File Description  | Documents                 |
|---|---------------------------|
| Details of activities that inculcate values necessary to transform students into responsible citizens | <a href="#">View File</a> |
| 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 sensitization 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 Annual awareness programmes on the Code of Conduct are organized**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics - policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

Personality development programs and seminars are conducted to improve the communication skills of the students. Online content and other video extensive lecturers are provided to students. Experts from reputed universities/ organisations are invited to deliver lecture in seminars/workshops. Emphasis is paid to obtain feedback from parents, students, faculty members, alumni to obtain information about qualitative suggestions for the development of this institution. Mentoring system assists each faculty in knowing the students personally

and enable them in resolving problems of the students if any.

| File Description   | Documents                 |
|--|---------------------------|
| Annual report of the celebrations and commemorative events for during the year | No File Uploaded          |
| Geotagged photographs of some of the events                                    | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### 1. Title of the Practice: CONNECTING THE DOTS: THE MENTOR MENTEE PERSPECTIVE

#### 2. Objectives of the Practice

To mentor and train students on accessing ICT platforms for smooth conduct of academic engagements in view of covid.

#### 3. The Context

The challenges were software designing for form fill-up, fee submission, overall technical glitches and uniform allotment of mentees under a mentor.

#### 4. The Practice

The practice was unique to sail through COVID situation. It bridged the gap between teachers and students. Teachers resolved all queries of students relating to examinations. The students remained updated through e-notes, e-resources, voice recordings shared by teachers. Mentees were exposed to webinars for academic enrichment.

#### 5. Evidence of Success

The practice was a huge success as mentees could attend classes, fill-up forms, appear examination, submit answer scripts online. Each mentor took utmost care of her group to resolve problems of mentees of her group.

**6. Problems Encountered and Resources Required**

There were technical glitches and connectivity issues for students in remote areas. Those who did not possess smart phones were connected to academic institutions nearby for networking during examination.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Best-Practice-2021.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Best-Practice-2021.pdf</a> |
| Any other relevant information              | Nil   |

**7.3 - Institutional Distinctiveness**

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Personality development programs and seminars are conducted to improve the communication skills of the students. Online content and other video extensive lecturers are provided to students. Experts from reputed universities/ organisations are invited to deliver lecture in seminars/workshops. Emphasis is paid to obtain feedback from parents, students, faculty members, alumni to obtain information about qualitative suggestions for the development of this institution. Mentoring system assists each faculty in knowing the students personally and enable them in resolving problems of the students if any.

| File Description                              | Documents   |
|---|---|
| Appropriate link in the institutional website | <a href="https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/7.3.1.pdf">https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/7.3.1.pdf</a> |
| Any other relevant information                | No File Uploaded  |

7.3.2 - Plan of action for the next academic year

The College has the following objectives in the future through its perspective plans:

1. Introduction of Add-On courses
2. To Pursue the Government for filling up of vacant teaching



**and Non-teaching Posts**

**3. Strengthening Institutional Learning Management System( e-LMS )**

**4. Complete separation of the Examination/Controllor of Examinations Building from the main Building**

**5. Completion of 400+ seater ladies hostel**

**6. Decentralisation of Central Library and upgradation of Library facilities**

**7.Introduction of greater number of certificate courses related to employability and social awareness**