



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Shailabala Women's Autonomous
College, Cuttack

- 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 **UGC 2f and 12(B)**
- 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/2022/11/AQAR-2020-2021.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/2022/12/Academic-Calendar-2021-2022.pdf>

5.Accreditation Details

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

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
Institution	Autonomous	UGC	28/02/2017	0

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 **4**

- 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. For the purpose of dissemination of information on various quality parameters of higher education, IQAC has organized 3 nos. of FDPs on topics like National Education Policy 2020 and NAAC accreditation Process with experts from leading Universities and NAAC, Bengaluru .

2. IQAC has collected and analysed the feedback responses from students, parents and alumni on quality related institutional processes.

3.IQAC has taken steps in form of discourse during various staff meetings to strengthen the research activities of the college which have been reflected in form of two major research projects (to the tune of Rs 15.76 Lakh), 31 publications and 41books/ chapters/ edit by the teachers.

4. In order to ensure the internalization of quality culture,IQAC has initiated the process of preparation of various Policy documents like Mentor-Mentee Policy, Research Policy, Welfare policy etc and has also played a pivotal role in the Green audit and Energy audit process of the college.

5. In order to ensure heightened level of clarity and focus in institutional functioning towards quality enhancement, IQAC has coordinated the Academic audit for the current session. It has also taken steps to improve academia-industry relation and relation with higher centers of learning by streamlining the process of signing MoUs with a couple of organizations.

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:

Plan of Action	Achievements/Outcomes
<p>Initiative to enhance the capacity building of students, teaching and Non teaching Staff by conducting/coordinating various quality seminars and workshops.</p>	<p>Several activities were piloted in and out of the campus that include workshops on capacity building of women and life saving tips in urgency, Undergraduate research projects and Draft policy for persons with disability, Health awareness programmes on breast feeding and breast cancer, dental and skin and mental health issues, distribution of hygienic kits, Puneetsagar and Nashamuktabhiyan, Mushroom cultivation in hostel.</p>
<p>Opening of Postgraduate programmes in Science subjects and enhancement of seats in UG Commerce</p>	<p>Approval and sanction 16 seats in each science departments for PG programmes to run from next session. The number of seats in B.Com has been enhanced from 32 to 128.in</p>
<p>Making the campus more eco-friendly</p>	<p>Coordinated the Vana Mahotstav Programme (06/07/2021- 31/07/2021), Landscaping the Science block, restricting the gasoline vehicles on each Monday</p>
<p>Introduction of Value added courses at UG and PG levels.</p>	<p>Various Add-on programmes, 12 in UG departments, 12 in PG departments are steered enhance the employability.</p>
<p>Inculcating the Games and Sports activities post pandemic time</p>	<p>The students are inspired to participate in various games and sports at inter college and inter university levels. Several medals and cash prizes are won by students.</p>
<p>Automation and digitalisation of library</p>	<p>The library has been automated, e-Books have been downloaded for</p>

	students
Field visits to establish Industry-Academia relation	Students have visited to reputed industry and research institutes for enhancement of skill.

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

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Full Body IQAC & Staff Council	19/12/2022

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

- Year

Part A**Data of the Institution**

1.Name of the Institution	Shailabala Women's Autonomous College, Cuttack
• 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	UGC 2f and 12(B)
• Name of the IQAC Co-	Dr.Swapna Sankar Nayak

ordinator/Director					
• 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/2022/11/AOAR-2020-2021.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/2022/12/Academic-Calendar-2021-2022.pdf			
5.Accreditation Details					
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
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	
Institution	Autonomous	UGC	28/02/2017	0	
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			4		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. For the purpose of dissemination of information on various quality parameters of higher education, IQAC has organized 3 nos. of FDPs on topics like National Education Policy 2020 and NAAC accreditation Process with experts from leading Universities and NAAC, Bengaluru .</p>		
<p>2. IQAC has collected and analysed the feedback responses from students, parents and alumni on quality related institutional processes.</p>		
<p>3. IQAC has taken steps in form of discourse during various staff meetings to strengthen the research activities of the college which have been reflected in form of two major research projects (to the tune of Rs 15.76 Lakh), 31 publications and 41 books/ chapters/ edit by the teachers.</p>		
<p>4. In order to ensure the internalization of quality culture, IQAC has initiated the process of preparation of various Policy documents like Mentor-Mentee Policy, Research Policy, Welfare policy etc and has also played a pivotal role in the Green audit and Energy audit process of the college.</p>		
<p>5. In order to ensure heightened level of clarity and focus in institutional functioning towards quality enhancement, IQAC has coordinated the Academic audit for the current session. It has also taken steps to improve academia-industry relation and relation with higher centers of learning by streamlining the process of signing MoUs with a couple of organizations.</p>		
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:

Plan of Action	Achievements/Outcomes
<p>Initiative to enhance the capacity building of students, teaching and Non teaching Staff by conducting/coordinating various quality seminars and workshops.</p>	<p>Several activities were piloted in and out of the campus that include workshops on capacity building of women and life saving tips in urgency, Undergraduate research projects and Draft policy for persons with disability, Health awareness programmes on breast feeding and breast cancer, dental and skin and mental health issues, distribution of hygienic kits, Puneetsagar and Nashamuktabhiyan, Mushroom cultivation in hostel.</p>
<p>Opening of Postgraduate programmes in Science subjects and enhancement of seats in UG Commerce</p>	<p>Approval and sanction 16 seats in each science departments for PG programmes to run from next session. The number of seats in B.Com has been enhanced from 32 to 128.in</p>
<p>Making the campus more eco-friendly</p>	<p>Coordinated the Vana Mahotstav Programme (06/07/2021-31/07/2021), Landscaping the Science block, restricting the gasoline vehicles on each Monday</p>
<p>Introduction of Value added courses at UG and PG levels.</p>	<p>Various Add-on programmes, 12 in UG departments, 12 in PG departments are steered enhance the employability.</p>
<p>Inculcating the Games and Sports activities post pandemic time</p>	<p>The students are inspired to participate in various games and sports at inter college and inter university levels. Several medals and cash prizes are won by students.</p>
<p>Automation and digitalisation of library</p>	<p>The library has been automated, e-Books have been downloaded</p>

	for students
Field visits to establish Industry-Academia relation	Students have visited to reputed industry and research institutes for enhancement of skill.
13. Was the AQAR placed before the statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Full Body IQAC & Staff Council	19/12/2022
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
2023	19/01/2023
15. Multidisciplinary / interdisciplinary	
<p>The college runs in interdisciplinary and multidisciplinary mode under CBCS curriculum. This includes core course (own discipline), generic elective (other discipline), EVS and literature. These teaching methods promote understanding when students learn in heterogeneous ways. They understand how that discipline contributes to their newly learned knowledge of the subject. 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. In the SEC course, the UG students of all programmes learn Communicative English and Quantitative Aptitude and Logical Thinking offered by English & Mathematics departments respectively. In the CBCS curriculum the student is free to opt another interdisciplinary subject as Generic Elective besides her own core subject. As a part of AECC course a student is free to study MIL Hindi, Odia, Alternative English or Urdu. The EVS is taught by science faculty. The <i>Kautilya Arthasastra</i> is</p>	

multidisciplinary and taught by various departments like Sanskrit (*Rajadharma* and *Banashrama*), Political Science (Political Principle) and Economics (Taxation) etc. In the PG programme the students are given the scope of learning Computer Applications by Computer Science faculty. The Value added courses fetch students from different programmes and disciplines. The institute plans to teach the newly introduced Women Studies by Philosophy, Sociology and Political Science faculty next session onwards.

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. The students have opened their ABC accounts and have 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. The idea is to make students "skillful professionals" and help their overall growth. The college is registered in National Academic Depository (NAD) and ABC. About 9000 mark-sheets of students (of all semesters and all programmes) admitted in 2017, 2018 and 2019 (Passed out year 2020,2021 &2022) have been credited in ABC. It helps faculty to manage & check the credits earned by students.

17.Skill development:

Employability is a person's ability to be skilful 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 like Communicative English and Quantitative Aptitude and Logical Thinking for all undergraduate students. The Post-graduate students learn computer applications for skilfulness. Several Value added courses have been introduced at UG and PG programmes to enhance the skill and employability of students. The institute plans to encourage more students to take up 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)

The Indian Knowledge System (IKS) aims to contribute to the second and third aspects of "PanchPran" resolutions i.e. "Erase all traces of servitude" and "Be proud of India's heritage and legacy". The faculty and students are exposed to the primary

texts (Sutra Text) which are required for understanding the sources and origin of IKS. The students learn *Yoga, Ayurveda, Brikshaayurveda* and spiritualism in the department of Sanskrit. They also study astrology and astronomy in Sanskrit and English. There is a scope to learn *Veda* and *Upanishada* in Philosophy. The epic drama like the *Mrichhakatika, Abhigyan shakuntalam* are also taught in Sanskrit and English. The post-graduate students read Indian history and culture, temple architecture and sculpture as a part of IKS. The *Arthashastra*, an ancient Indian Sanskrit treatise on statecraft, political principles, economic policy and military strategy is a part of the curriculum. Today it's the time to inculcate IKS by the "Land to Lab" approach. The institute plans to encourage the faculty to participate in refresher courses based on IKS. Exposure to two languages encourages students to develop an appreciation for the differences in cultures.

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 longterm 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 45

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 2014

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 796

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

758

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

1028

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

109

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1 45

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1 2014

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 796

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 758

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1 1028

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	109
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	88
Number of sanctioned posts for the year:	
4.Institution	
4.1	374
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	78
Total number of Classrooms and Seminar halls	
4.3	137
Total number of computers on campus for academic purposes	
4.4	14001412
Total expenditure, excluding salary, during the year (INR in Lakhs):	

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.

The curricula in operation in various programmes offered by the college clearly identify the programme outcomes, programme specific outcomes and course outcomes. The college imparts education in science, humanities, computer science, social science, languages, commerce and teacher education. The courses offered are of both traditional and professional importance. The curricular in each course has been designed with subjects

relevant to local, regional and at national needs. Each courses offered by the college in out head by its objectives and course out come. The total course is designed to enhance the skilled ability. The courses have both basic and applied aspects that are reflected in the programme outcomes as well as programme specific outcomes. The programmes are designed for a holistic growth of the students and to enable them to have adequate knowledge on the current requirements.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	https://www.shailabalawomenscollege.ac.in/lms/

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

45

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
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

1028

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
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**

3

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

This college envisions the transformation of youth towards an enlightened society made possible through the conscious efforts of integrating cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. Development of socially responsible and ethical behaviour has been stated in the Programme/Course Outcomes of curriculum. Several courses in the syllabus and selected value added courses specifically address professional ethics and ethical issues in the respective disciplines. Several courses in the curriculum directly focus on Gender sensitization and Gender related issues. Common courses in Languages, Women and Society (with 3 credits) are some which have thrust area on gender sensitization. The curriculum has courses across all UG programmes with topics related to environment studies. A course on Ethics has been introduced in all UG programmes.

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	View File
Any additional information	No File Uploaded

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

24

File Description	Documents
List of value-added courses	View File
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

538

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

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

779

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
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 obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	B. Any 3 of the above
---	------------------------------

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/1.4.1.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
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	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/1.4.1.pdf
Any additional information	View File

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

796

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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)

254

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/2.2.1-Special-Programme-for-Advanced-slow-learners-2022.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
11/10/2021	2014	109

File Description	Documents
Upload any additional information	View File

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	View File
Link for additional Information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/2.3-Teaching-Learning-Process.pdf

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	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/2.3.2-ICT-Tools-effective-teaching-and-learning.pdf
Upload any additional information	View File

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

2.3.3.1 - Number of mentors

56

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

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

Academic Calender

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.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

109

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
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

36

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	View File
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)

416

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
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

20

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

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

74

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

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 midsemester 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	View File
Paste link for additional Information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/2.5.3-IT-Intergrated-EMS.pdf

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)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://www.shailabalawomenscollege.ac.in/lms/

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	https://www.shailabalawomenscollege.ac.in/lms/

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

716

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/Result.pdf

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/2023/03/2.7.1.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

The institution's research facilities are frequently updated and there is a well-defined research policy for promotion of research activities which is uploaded on the website of the college periodically. Shailabala Women's (Auto) College, Cuttack is providing ample opportunities for promotion of research by following the guidelines of OSHEC, Govt of Odisha in the following ways:-

- Faculty members are continuously encouraged to apply for projects in their respective disciplines to various central and state Govt. and private agencies for financial support and assistance.
- Shailabala Women's (Auto) college, Cuttack for the promotion of research activities among the faculty members is providing different supports in terms of permission for academic leaves, study leaves, and separate rooms for research along with computer, internet and library facilities.
- Faculty members of Shailabala Women's (Auto) College, Cuttack are continuously getting motivation for participation in various National and International conferences, workshops, symposium as presenter or resource person for knowledge enhancement.
- For career growth faculty members are encouraged to register for higher studies such as doctoral degree as part of research activities.
- Faculty members are encouraged to organize various conferences, seminars and workshops inside the college for showcasing their research output.

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	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/RESEARCH-POLICY-1.pdf
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)	No File Uploaded
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)

2616000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

4

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://icssr.org/sites/default/files/major-project-2022.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

15

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

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

4

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://icssr.org/sites/default/files/major-project-2022.pdf
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-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 Agencies. Every faculty member is informed about announcement by various funding agencies and are given support for preparation of the following 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 programmes, to organise and participate in conferences,

seminars, Workshops, training programs to enhance their qualifications. Faculty members are encouraged to guide research. Brainstorming sessions through talks by eminent personalities from institutions 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	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/RESEARCH-POLICY-1.pdf

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

31

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
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

B. Any 3 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	View File
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

5

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	View File
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

12

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

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

55

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/No-of-Books-Chapter-in-edited-Volum.pdf

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

0

File Description	Documents
Any additional information	No File Uploaded
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

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
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)

0

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

0

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, Eco-Club, Prakruti Mitra, Photography Club and also community connect cell. Activities like campus cleaning, AIDS awareness programme, plantation programmes, Covid-19 awareness, Yoga training sessions, fire safety management programmes, Breast Feeding Awareness Programme, Blood Donation Camp, Puneet Sagar Abhiyan, community services and Azadi Ka Amruta Mahotsav. They participated 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 developed in the students the spirit of responsibility, accountability, integrity and human values towards achieving the vision and mission of the institution. The volunteers actively participated in the regular 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	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/NSS-BULLETIN.pdf

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

3

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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)

64

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

4687

File Description	Documents
Reports of the events	View File
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

3

File Description	Documents
Copies of documents highlighting collaboration	View File
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)

3

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
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 & Bsc (ITM). Practicals are conducted in different Groups for giving hands on exposure to the students. Classroom Facilities :- The total area of the buildings are measured 294,883.6 sq.ft. The total number of classrooms in the college are 78. There are 12 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 of 125 KVA and four 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, 6 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	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Departments-geo-tagged-pictures-1.pdf

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 pendal 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	View File
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Infrastructure-and-activities-geo-tagged-images-1.pdf

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

16

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

Rs. 17.87945

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
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 College Library is fully automated with a standard ILMS e-granthalaya-3.0 (version S/W). The entire library housekeeping work is done through computer. Web OPAC was available earlier and due to technical snag it is malfunctioning and will be available soon. Open Access System is introduced in the library. The reading room of the library can accommodate more than 100 students at a time. The library has high speed internet connectivity with WIFI facility. It provides e-resources to users remotely through EBSCO e-resources. The Library developed a digital repository using digital library software of various e-contents like e-books, syllabus, old question papers etc. It also encompasses the resource for visually challenged students. The LAN facility in the library helps in sharing its resources over the network. The OSHEC provides membership in the EBSCO database in accessing e-books, e-journals, databases etc. 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	View File
Paste link for additional information	https://sblibrary.nic.in/

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

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

0.44

File Description	Documents
Audited statements of accounts	View File
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)	View File

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

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

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 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	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/IT-Policy.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2014	137

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. 750 Mbps

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

4.3.4 - Institution has facilities for e-content development: E. None of the above
Facilities available for e-content development
 Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing

equipments and software for editing

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. 17.87945

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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.

Every department maintains stock register and an annual stock verification are carried out. Laboratory equipment, gas connection pipeline are checked regularly by the staff of each department. The Science Departments also maintain stock registers for keeping a list of chemicals, glassware and any other instruments used in the laboratory. The laboratory assistants take care of the laboratories. Logbooks are maintained in laboratories. Fire Extinguishers are installed. Library is fully automated. Computerized issuing and returning of books is done so as to save time. Cleaning of the books and racks is done on daily basis. Maintenance of computer is done regularly. Wi-Fi units are also set up in the college. LCD projectors, language lab software are upgraded from time to time. The Sports facilities are being looked after by the PET. All the sports materials and equipment are stored in the sports storeroom under her supervision. She maintains the stock and sports register with care. A Gymnasium Hall and a large playground are well-maintained and used optimally. The institution possesses spacious and well-ventilated classrooms. The

classrooms are gradually improved with device and boards. Regular cleaning and maintenance is carried out so as to provide an effective learning environment to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2021/12/procedures.pdf

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

675

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
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

0

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/5.1.3.pdf
Details of capability development and schemes	View File
Any additional information	View File
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	
675	
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)	View File
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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression

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

88

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

5.2.2 - Number of outgoing students progressing to higher education

215

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

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

104

File Description	Documents
Upload supporting data for students/alumni	View File
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

28

File Description	Documents
e-copies of award letters and certificates	View File
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 and societies. They are :

(i) Students Representative cell

(ii) The Dramatic society

(iii) The Athletic society

(iv) The literary society

(v) The Science society

(v) The debating society

(vi) Students Commonroom Society- Painting, Carrom, Chess & Mehendi competitions (Dt 13-14.12.2022)

Two students of each department are nominated as seminar secretary and Assistant seminar secretary by the concerned Head of Department. The students' representations are also made in IQAC, Hostel committee and grievance committee.

These societies conduct competitions and various activities

including sports,cultural events,observation of annual day etc.for the holistic growth of the students. On Dt-21.12.2022 76th Annual Atheletic meet was organised. More than 60 students including visually challenged studentsgot awards in the16 events. 20 Inter-university national level players were felicitated.

Competition like Essay , Debate, Short Story, Poem writing in English, Odia andHindi languages, Classical, Semiclassical, Folk, Odishi Song, Dance, One Act play, Mono Action, One Act Playwere conducted by student representative cell, Dramatic Society.

Jhoti, Plant Show, Photography show-Conducted byPrakruti Mitra and Photography Club.

The representatives actively participate in meetings, events and give valuable suggestions on behalf of the students.They also lead their class fellows and collaborate to make every event successful.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/Annual-Report_2022.pdf

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

57

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
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

S. B. Women's (Auto.) College has a registered alumni association which actively take part in different activities of the institution. Those activities are given below:

1. Smt. Puspa Samal, an eminent entrepreneur and Miss Nibedita Pati, eminent Odissi Dancer took part in the Board of Studies meeting on 26.07.2022 at 11 A.M.

2. Smt. Sumitra Dhala Samanta delivered a seminar paper on "A step towards career" on Dt. 14.10.2022 at 1 pm in the PG Department of Home Science.

3. Dr. Sabita Mishra, Principal Scientist (ICAR) was a resource person for a workshop on "Mushroom Cultivation" on Dt. 18.11.2022 at 12 Noon. She is also a member of IQAC and working to provide exposure to the students through field visits and interaction with the experts to gain financial independence through agro-entrepreneurship.

4. International Youth Day was observed on Dt. 12.08.2022 with the following Guests.

Janavi Behera, Odissi Dancer

Madhusmita Behera - captain of O.C.A.W.

Gargi Mohanty - cine star, Odissi dancer

5. One Purifier-cum-water cooler was donated by Smt. Sreemayee Mishra, Chairman OTDC

6. Dr. Roshnara Begum, Ex-Principal and alumnus donated Rs. 200000 (Rupees Two lakh only) through Mo College Abhiyan.

The Alumni cell co-ordinates with various stake holders of the college, conducts programmes to sensitize and empower students regarding various social, economic & national issues, generate entrepreneurship, career opportunities, etc to make them more world-ready by getting connected with experienced people and design a privileged life of choice.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/Annual-Report_2022.pdf

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	View File

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

The college firmly believes in the concept of "Learn, Discover and Create" with a special focus on bridging learning gaps. Its high morals and values are reflected in its objectives:

- To provide holistic education by combining equal of human values and life skills in young minds.
- To provide access to higher education to students from all strata of society.
- Right to Education for physically challenged students, under-privileged students.
- Motivating research initiatives with practical and social relevance.
- Establishing linkages and collaboration in university education, industry-academia partnership.
- Provide services to neighbourhood through community connect and outreach programmes.

At the core of the governance system is the motto of 'empowering women through education'. The governance system is structured into a hierarchy that reflects levels of decision making. Starting with the College Executive Committee, Finance Committee, Academic Council, Staff Council, Boards of Studies, IQAC and Heads of Departments, the issues for discussion and

policy evolution are laid following the mission of the institute. The Principal monitors academic, cultural, sports and administrative activities with the help of the Bursars, Head of the Departments and the IQAC. She keeps track of the activities of committees and interacts with the stakeholders for the successful achievement of the vision.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.shailabalawomenscollege.ac.in/goal-mission-objectives/

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

The success of College is based on the ethics of decentralization and participative management.

- The Administrative Bursar, Accounts Bursar, Academic Bursar and Legal Bursar look after the office establishment, accounts and procurement matters, academic matters and legal issues respectively.
- The Controller of Examinations conducts all semester examinations, evaluations and Board of Studies etc.
- The co-ordinators of different Self-financing Courses discharges administrative, financial and academic responsibilities under the overall supervision of the Principal.
- The OIC Campus Development coordinates with government agencies for infrastructure development.
- The Heads of Departments and Hostel Superintendents are second line of administration taking care of the classes, laboratories and hostels.
- Officers in charge of NSS, NCC, YRC conduct all extension activities in and out of the campus.
- Government officials visit the college regularly to review the progress.
- PTM is held in regular interval and feedbacks are taken into consideration.
- The alumni meet is also held. They contribute to the development of the college by donations.
- Students are also given the opportunity to take responsibilities in various roles such as Class

Representatives, seminar secretaries and members in IQAC, Grievance Redressal committee etc.

Different Committees like Purchase, Hostel, CDC, Examination etc are also formed to meet varied objectives of the institution. IQAC and RUSA committee also play a pivotal role for execution of different policies and plan in a decentralized and participative system.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/07/Organogram.png

6.2 - Strategy Development and Deployment

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

The College administration believes in setting up perspective plan for excellence in academic and infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning. These perspective plans are reflected in the annual action plans. Various proposals were put forth by the Principal before the Government. Perspective plans are made for the session 2020-2025 and 2026-2030. The College has been accomplishing most of its perspective plans, the followings are noteworthy:

- All the activities are planned in the beginning of every academic year through the Academic Calendar.
- The augmentation and renovation of infrastructure - A S+5 building in Science block, 420 bed hostel, separate floor for Controller of Examinations, new rooms for IQAC, NCC and a renovated canteen.
- Establishment of the Media centre.
- Sanction and approval of the proposals for Post-graduate programmes in science subjects by the state government.
- The HEI has planned to move to appropriate corners to

upgrade to an University. Some departments are being groomed to be Centre of Eminence.

- Enhancement of seats in B.Com and other subjects.
- Certificate courses have been introduced to skill the students.
- Opening of professional courses on PPP mode
- Restriction of gasoline vehicles to make the campus eco-friendly.

The synergetic co-operation among all stake holders has resulted in the Institution progressing by leaps and bounds and thereby acquiring a reputation for excellence.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2022/12/Academic-Calendar-2021-2022.pdf
Upload any additional information	View File

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.

A hierarchical cluster has been created from top authority to down level to clearly delineate duties, responsibilities, accountability, and powers at each stage.

- The Governing body is the highest approval body that looks after different aspects of the HEI. The Principal is the executive head of the institution.
- The Administrative, Academic, Accounts and Legal Bursars assist her in the administration of the Institution. Principal is assisted by members of teaching and non-teaching staff.
- The policies that govern different aspects like financial, administration, admission and examinations are strictly adopted and followed in Toto.
- The regular teachers are appointed as Assistant Professor at the entry level by the Government through Public Service Commission.
- They get promotion in CAS up to the post of Professor as

per the prevailing rules by the Government.

- The regular Junior clerks, Laboratory assistants-cum-store keepers and librarians are appointed by the Government through SSSC.
- Guest faculties are engaged by the Principal as per the rules laid by the Government against the vacant sanctioned post.
- Some group D employees are out sourced.
- All the appointments/ promotions etc follow the rules laid by the Government.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.shailabalawomenscollege.ac.in/
Upload any additional information	View File
Paste link for additional Information	https://dhe.odisha.gov.in/sites/default/files/2021-02/Odisha%20Education%20Service%20%28college%20Branch%29%20Recruitment%20Rules%2C2020_0.pdf

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	View File
Details of implementation of e-governance in areas of operation	View File
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 college has well-defined welfare measures for the Staff.

Non-Financialwelfare measures:

- The staff are eligible for availing Casual Leave of 15 days per year.
- Paid maternity leave to the women employees is granted for a period of 180 days.
- Earned leave, Extra Ordinary Leave are sanctioned by the Principal up to a prescribed limit.
- Teachers are allowed to present papers in workshops/conferences/seminars etc.
- Leave is sanctioned to the staff for personal work, attending Refresher Course/ Orientation Program etc.
- Study leave is allowed to pursue Ph.D. programme.
- Residential quarters are allotted to employees.
- Washrooms, Canteen and parking areas are available for staff.
- Library Facility is available for teaching staff and non-teaching staff.
- Faculty Club gives opportunity for the staff for a strong relationship.
- Automatic attendance (Bio-Metric) is available for all staff.

Financial welfare measures:

- Salary is usually disbursed in the first week.
- Withdrawal from GPF is sanctioned in 3 days.
- NPS contribution for newly appointee.
- Festival advance, weather liveries to group D employees.
- Immediate disbursement of obsequies in the event of death of employee to the bereaved family members.
- Appointment of spouse or children on compassionate ground.
- Promotion and pensions are sanctioned.

Biometric attendance is recorded.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ctz.edodisha.gov.in/eDLetter.ashx?ijl=RH/aB00lryJXNbl7SePrurAYlCsMhOJVv0iUhhjlzk8HkQQyxYyxr47uJWWi9t0H6IIWkJuxs2VLthfdaRDUWqlzBcFTKZ9TEP7X5RseTTS+bzA+BUWoRg 

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)	View File
Upload any additional information	No File Uploaded

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.)

32

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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 institutions conduct internal Audit that is mandatory for all Laboratories, Hostels, Office, Controller of Examination section, NSS, YRC etc annually by the committees constituted from among the teachers.

External Audit of our institution is conducted periodically by both the Departments of Audit and Accounts, Government of Odisha and Accountant General Office, Government of India as per the dates decided by them.

Audit is done for State Government Grant, RUSA Grant and Cash books relating to various heads of expenditure.

Special audit is conducted as and when exigency arises.

Though direct audit was not done by the Govt. or AG, in 2021-2022 but our institution submitted the bills and vouchers of the expenditure made from the Principal Ledger (PL Account) to the Office of the Accountant General for necessary verification at their end. The vouchers relate to expenditure from College Development Fund, Student Union, Athletic, Examination and other heads of expenditure. Further, any Audit objection is complied with in the manner as instructed by the auditor.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/22783/22783_288_657.pdf?1677132584

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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

Funds have been optimally utilized and mobilized for significant purposes.

The "Mo College" fund, that emphasises Alumni-Alma mater connection, of Rs. 10, 95, 000 (Rs. 3,65,000 from alumni and Rs. 7,30,000 matching grant from Govt.) was allocated towards:

Modification of Basketball Court

Construction of a new Badminton Court

Development of Botanical and Medicinal garden

Purchase of books for lending library.

II. The RUSA Fund of Rs 5,00,000 was refunded to B.Ed.(S.F) as the sum was borrowed from B.Ed. for the construction of G+4 Building in the Science Block

Rs 50 lakh has been received as final installment under RUSA 1.0 grant to complete the remaining work and purchase of new items.

III. The funds under Salary Head was spent towards:

Pay - Rs. 86091868

DA - Rs. 24246789

HRA - Rs. 3796848

OA - Rs. 5055

IV. The Non-Salary expenditures were

TA - Rs. 8400 / -

Electricity - Rs. 16,23,930/-

Water Charges - Rs. 75,000 /-

Telephone - Rs. 2825 /-

Lab Equipment - Rs. 4000/-

Library Books - Rs. 44000/-

Lab Expenses - Rs. 33000/-

Other Contingency - Rs. 77,983/-

RCM - Rs. 139987/-

Guest Faculties -Rs. 1,14,39,500/-

V. The P/L Collection of Rs. 867352.00 was spent under different heads viz, College Examination, Seminar, Science Society, Athletic, Rovers & Rangers etc.

VI. College Development Fund of Rs. 705037/- was mobilized for Salary of temporary workers, Tax consultancy, College Website, Biometrics Meeting for Affiliation etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/07/6.4.3.pdf

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)

The IQAC has contributed a number of significant practices resulting in incremental improvements.

- Academic audit was conducted with external members from OSHEC and IQAC.

- Various Add-on programmes, 8 in UG departments, 12 in PG departments are steered enhance the employability.
- IQAC strengthened the research activities which have been reflected in form of two major research projects (to the tune of Rs 15.76 Lakh), 31 publications and 41 books/ chapters/ edited by the teachers.
- The cell has initiated Green audit and Energy audit to ensure a more eco-friendly campus.
- 64 extension activities were piloted in and out of the campus that include workshops on capacity building of women and life saving tips in urgency, Undergraduate research projects and Draft policy for persons with disability, Health awareness programmes on breast feeding and breast cancer, dental and skin and mental health issues, distribution of hygienic kits, Puneet sagar and Nashamukt abhiyan, Mushroom cultivation in hostel.
- Student Satisfaction Survey has been conducted and analysed.
- 3 FDPs on NEP 2020, NAAC assessment process etc with experts from different universities and advisor from NAAC Begaluru.
- 675 students had participated in different counselling sessions and placement drives.
- ThreeMoUs were signed with reputed university and institutes.
- Field exposure tours for skill enhancement were conducted.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/6.5.1.pdf

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

The Principal and the Head of the department inspect and review the lesson plan, progress register at regular intervals. IQAC reviews the teaching plan, teaching-learning process, pedagogy employed and assessment of performance of both staff and students. It has piloted various surveys like student satisfaction survey, parent's feedback, teacher's feedback, Alumni feedbacks and Employer feedbacks etc. The feedback received are analysed and the action taken report is generated

by IQAC. Each Head of the Department presents the activities of the department in the presence of the Principal, external members & IQAC Coordinator during academic audit. The teachers are suggested to conduct Add-on courses, remedial classes and to use ICT based teaching methods to improve the teaching learning process. The syllabi of different programmes are passed in the Board of Studies meeting. The programme outcomes, programme specific outcomes and course outcomes of each course are elaborately described and uploaded in the college website. 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	View File
Paste link for additional information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/07/WhatsApp-Image-2023-07-12-at-11.49.33.jpeg

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	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/Annual-Report_2022.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
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

Shailabala Women's Autonomous College is the first women's College of Odisha. It was Established in the year 1946. It is imparting higher education and promoting gender equity. The college has taken several measures to ensure safety and security in the campus and hostels by instituting an Anti-ragging Cell, Sexual Harassment Cell, and Equal Opportunity Cell for the prevention of Sexual Harassment, ragging, etc. CCTV cameras have been installed on the campus to provide round-the-clock security. The Self Defence training program conducted by govt from time to time is highly appreciable which enables the students to learn various techniques required to defend themselves when physically assaulted. Women's education newly introduced in PG Course from academic session 2022-23. The institution has a separate common room for students which has ladies' friendly adjacent toilets. Carrom, chess, table tennis, painting, and mehndi competitions are held annually to encourage the inherent talent and artistic skills of the student. The institution has a daycare center for regular check-ups of students, teaching and non-teaching staff, boarders, and staff of the hostel. The doctor provides medical advice and medicines in urgent cases.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://assessmentonline.naac.gov.in/storage/app/public/agar/22783/22783_294_672.pdf?1677132584

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	B. Any 3 of the above
--	------------------------------

File Description	Documents
Geotagged Photographs	View File
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 waste. The college has different dustbins to segregate solid waste. In the hostel, organic waste from the kitchen is composted in pits dug in the hostel backyard, so that the compost formed acts as manure for the hostel garden. The food waste is taken by pig farmers for feeding their pigs. The sanitary napkins are disposed of in incinerators. Liquid waste is well managed through a proper sewage system. The waste flows to Municipality underground drains outside the campus. Waste water harvesting system is implemented.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
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	B. Any 3 of the above
--	------------------------------

File Description	Documents
Geotagged photographs / videos of the facilities	View File
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:	B. Any 3 of the above
<ol style="list-style-type: none"> 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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution	
<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>B. Any 3 of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
<p>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.</p>	<p>B. Any 3 of the above</p>

File Description	Documents
Geotagged photographs / videos of facilities	View File
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 focuses on removing inequality and stress on recognition of all cultures and traditions as students belonging to different castes, religions, classes, and regions study here without any discrimination. A good number of minority students study here.

- Equal opportunity for all students in yearlong activities and academic/administrative positions instil a feeling of unity and togetherness.
- The committees constituted in the campus like Grievance Redressal Cell, Anti Ragging Cell, Discipline Committee and Student Welfare Committee ensure justice, equality and inclusiveness of all in the Campus.
- The sambalpuri (traditional handwoven) dress code of the students is promoted by the institution which is prepared by myriad artisans of Odisha and is the representation of the art, culture, and heritage of Odisha.
- The institution commemorates days of national and international importance.
- The annual cultural week is organised each year to cater to linguistic diversity by arranging various competitions like Essay writing, debate, short story writing, and poem writing etc. Mehendi, jhoti or Alpana, painting, classical song and dance, sloka chanting, sayri, mono acting, and one-act play are organised to develop cultural value among the students.
- Students participated and created awareness towards better health through Yoga dance in Baliyatra, Asia's largest heritage open trade fair.

The inclusive environment of the college is such that every student is moulded to promote and celebrate the pluralistic fabric of the nation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

To inculcate constitutional obligations in students a curriculum of Ethics and Values is a compulsory (Grade) course for all UG students. Students also engaged in cleanliness drives in the city. Several of our students are registered as Citizen Traffic police under the Odisha Traffic police. Traffic duty installs in them a sense of responsibility towards society Numerous programs on the ban of plastic, SwatchBharath awareness drives were organized. Blood donation camps are organized by the NSS AND YRC units. Small saving bank awareness program, awareness for maintenance of good physical and mental health, awareness for the care of life underwater (one of the goals of SDG), awareness of eye donation, citizen's responsibility towards nation- vigilance awareness week, observation of constitutional day- Rashtriya EkataDiwas, JUBA Sankar Program, Extra Mural Lecture on Rights of Citizens & Their Enforceability, celebration of International Human Rights Day, observation of World Energy Conservation Day was conducted during the session. Capacity building workshops are organised to train the girls for any health emergency.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
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

C. Any 2 of the above

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

File Description	Documents
Code of Ethics - policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

The institution commemorates the following memorable days during the session. It creates enthusiasm among students and educates them on the need for activities. It creates awareness and made them a responsible citizens.

- World Tuberculosis Day
- International Women's Day
- World's AIDs Day
- International Day of Persons with Disability
- International Youth Day
- International Human Rights Day
- World Energy Conservation Day

The institution also celebrates the following national days, festivals, and events to aware our students of the importance of these days and their contribution to the nation.

- 100 years of Gandhiji's visit to Odisha
- 175th birth anniversary of Utkal Gourav Madhusudhan Das
- Ganesh Puja
- Independence Day

- Republic Day
- National Science Day
- NSS Day
- NCC Day
- National Voter's Day
- National Tourism Day

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
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

Best Practice-1

1. Protecting a Heritage.2. The seat of the institution was the residential building of Utkal Gourav Madhusudan Das. The more than a century old building is a piece of heritage.3. The brick and mortar edifice standing for more than a century has been a challenge from the maintenance side.4. The heritage building is being maintained and preserved by this HEI with the help of concerned agencies of state government.5. The civil society, bureaucrats, political activists visit this institutions. Students get admission here as an obsession for it's heritage status.6. Its upkeep is challenging and resource crunch sometimes adds to the woes.7. The materials, furniture etc used by Madhu babu are still preserved in the dedicated museum annexed.
2. Best Practice-2Leave the car-save the air 2. To reduce pollution caused by smoke and traffic congestion.3. This practice has been designed for environment awareness and sustainable development.4. The college has made a rule for each student and staff not to come to the campus using gasoline vehicles on every Monday.5. This practice has been unanimously accepted by the students and staff. The civic society and media have also appreciated the

practice.6. Sometimes students get late to the class for not using this vehicle. Daily commuters from nearby towns or villages have to use local Auto rickshaws and cabs.

File Description	Documents
Best practices in the Institutional website	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/Best-Practices.pdf
Any other relevant information	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/07/Best-practice-2.pdf

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)

This College is the oldest and largest Women's college in the state catering to the aspiration of women for higher education, employability and empowerment. Many alumni of this institution have left behind trail-blazing legacies in the fields of education, administration, sports and politics.

To give fillip to its priority and thrust on women's empowerment, this institution has the rare distinction of offering Honours degrees in Urdu literature and Library & Information Science. The seat of this HEI, the millennium city Cuttack being home to a sizeable section of the city's minority population has been the priority preference of girls belonging to that community. The institution has offered Post graduate degrees in 12 subjects and B.Ed degree which attracts students not only from within but also from outside the state. The institution has been long committed to its social commitment of serving the tribal and physically challenged students for long. Adequate measures have been taken for skill enhancement of women students. Computer courses, martial arts training, MoUS with FMCG industries have been under-taken for the benefit of students. Many students have been excelling in Games and Sports at National level. A special cricket team has been coached for visually challenged students.

File Description	Documents
Appropriate link in the institutional website	https://www.shailabalawomenscollege.ac.in/wp-content/uploads/2023/02/7.3.1.pdf
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- **Introducing PG program in all science subjects.**
- **Strengthening empirical research activities in collaboration with other universities/institutions.**
- **Implementing digital learning and developing ICTs.**
- **Strengthening Library Management System with full automation**