

# SAVITRI WOMEN'S COLLEGE



BHANJANAGAR,GANJAM,ODISHA , PIN-761126

**INTERNAL QUALITY ASSESSMENT CELL REPORT -2014-15**

**SUBMITTED TO NAAC , BANGALORE**



## **IQAC Meeting on Character Building**

# The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

Savitri Women's College

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Bhanjanagar, Dist-Ganjam

Odisha

761126

swcbnj@yahoo.in

9777688861,8763889790

Dr.Sri Sudhira Chandra Bhola

06821241234

9777688861,8763889790

Miss Dipty Rani Nayak

Mobile:

9439804477

IQAC e-mail address:

diptyraninayak@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ORCOGN13309

1.4 NAAC Executive Committee No. & Date:

31March/2007/236

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

1.5 Website address:

www.swcbnj.org

Web-link of the AQAR:

www.swcbnj.org

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C+		2007	5years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

14-Feb-2014

1.8 AQAR for the year

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2011-2012 submitted to NAAC (25/01/2016)
- ii. AQAR 2012-2013 submitted to NAAC (25/01/2016)
- iii. AQAR 2013-2014 submitted to NAAC (25/01/2016)
- AQAR 2014-2015 submitted to NAAC (25/01/2016)

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Berhampur University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

NA

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

0

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and  
community representatives

2

2.7 No. of Employers/ Industrialists

NA

2.8 No. of other External Experts

04

2.9 Total No. of members

16

2.10 No. of IQAC meetings held (2014-15)

01

2.11 No. of meetings with various stakeholders:

No.

01

Faculty

01

Non-Teaching 01

Staff Students

01

Alumni

01

Others

Nil

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

If yes, mention the amount

Rs.300000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level  01

(ii) Themes

Discussed to increase the no of research activities and participation of faculties in refresher courses.

2.14 Significant Activities and contributions made by IQAC

The IQAC took the privilege of the last NAAC Peer team suggestion and took all the endeavour for the progress of the of the college as a Internet facility , computerization of library and to some extent of administrative work also.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
IQAC is planning for opening honours in some more subjects,The faculties are encouraged to go for refresher courses and orientation programmes. It is decided to install wi-fi system in the college campus	Regional Director, Higher Education is requested to open honours in additional subjects,to extend the no of seats in both science and arts. Some staff members attended orientation programme.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Management has taken all possible endeavour for the academic development of the college. Faculty members are encouraged to go for refresher and orientation courses. Management also assured to raise the number of staff.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	Arts(Honours )	Science (Honours)	NA	02
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Others	NA	NA	NA	NA
<b>Total</b>	01	01	NA	02
Interdisciplinary	EVS,ISC	0	0	Yoga
Innovative	0		0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	Annual

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

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

*\*Please provide an analysis of the feedback in the Annexure*



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

No

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	20	Nil	Nil	0

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
						20	05	20	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

0      0      05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		01	03
Presented papers			
Resource Persons			

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

Teaching through teaching aids like projector, Practical experiment, Group discussion, unit test ,Progress report.

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

180

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

Double Valuation, Photocopy

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

02		
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2.10 Average percentage of attendance of students

84%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I st	II nd	III	Pass
+3Final-Arts-15	102	28	23	21	NA	40
+3 Final-Sc-15	29	20	NA	NA	NA	09

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

IQAC undertakes overall supervision of academic development of the students. Faculties are advised to maintain annual lesson plans, monthly progress register, take extra classes beyond the regular classes to clear the doubts of the students, by encouraging them to provide current information. Students are warned regarding their poor marks, poor attendance time to time. It is also discussed in the parent meeting.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
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Administrative Staff	07	01	0	0
Technical Staff	07	0	0	0

### Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC is always in a planning to improve a research climate in the institution. It is due to shortage of staff in the departments workload on the present staff is very high which is a hindrance for research work.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	0	0	Submitted
Outlay in Rs. Lakhs			142250/-	

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	NA	0	0
Minor Projects	0	NA	0	0
Interdisciplinary Projects	0	NA	0	0
Industry sponsored	0	NA	0	0
Projects sponsored by the University/ College	0	NA	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	NA	0	0
Any other(Specify)	0	NA	0	0

Total	0	NA	0	0
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3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					NIL
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent	Number
National	NIL
International	NIL
Commercialised	NIL

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

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

01

NIL

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

NA

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- 1: Self defence training to 50 students. Prepared master trainers
2. Students guided the slum dwellers regarding sanitation and distributed relief to flood affected people.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7527.152sq mts	0	NA	7527.152sq mts
Class rooms	11	04	Management	15
Laboratories	05	0	Management	
Seminar Halls	0	0		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	12	05	UGC	17
Value of the equipment purchased during the year (Rs. in Lakhs)	789293	0	UGC	789293
Others				

4.2 Computerization of administration and library

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2034		967	155835	3001	
Reference Books	4994		268	75995	5362	
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	01	all	all	01	05	05	04
Added								
Total	15	01						

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

Staff members are encouraged to learn computer and internet use

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

nil

ii) Campus Infrastructure and facilities

iii) Equipments

150000

iv) Others

500000

**Total :**

200000/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

An active Student grievance cell is there headed by one of the responsible faculty member to bring solution for any problem of the students. Financial assistance from SSG fund is released to selected poor meritorious students. Principal's office is also open all the time to solve the problems of the student. Students are informed their marks of the college examinations in the shape of progress report. They are welcome to put forth their suggestion and problems in feedback forms

## 5.2 Efforts made by the institution for tracking the progression

Efforts are being made by providing regular classes, systematic unit tests, conducting seminars, group discussion, different awareness programmes and a very strict examination.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
618			

### (b) No. of students outside the state

nil

### (c) No. of international students

nil

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
301	50	08	129	0	488	433	69	20	185	01	618

Demand ratio 2.76:1      Dropout 6 %

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

NIL

### No. of students beneficiaries

NA

### 5.5 No. of students qualified in these examinations

NET	NIL	SET/SLET	NIL	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	42

### 5.6 Details of student counselling and career guidance

Career counselling programmes at times are conducted by outside parties. The college welcomes them as it helps the outgoing students to choose their future and encourages them to recognise their own skill.

### No. of students benefitted

10



### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization programmes

NIL
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### 5.9 Students Activities

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

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	7500
Financial support from government	69	195800
Financial support from other sources	nil	nil
Number of students who received International/ National recognitions	nil	nil

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: nil

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Since establishment, the institution has been rendering a valuable service for the upliftment of women folk by bring them to the main stream. Now a days people specially of the peripheries are proud of their graduate daughters.

6.2 Does the Institution has a management Information System

The institution maintains transparency in admission, examination .Provides time to time information regarding other necessary matters through SMS.

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

6.3.1 Curriculum Development

The college follows the curricula prepared by Berhampur University to which it is affiliated. The curricula for each subject is reviewed and updated by the university as per UGC guideline. Some faculty members are also members of Board of studies where they have options to give their suggestions.

6.3.2 Teaching and Learning

The teachers maintain lesson plan register and monthly progress register countersigned by the HOD and the Principal. Apart from the regular classes taken by the faculty guest lecturers are invited at times to give special information to the students.

### 6.3.3 Examination and Evaluation

The college follows university rules and regulations and accordingly conducts Annual Examination every year. Apart from that the College conducts at least 3 unit tests and test examination each year. The students are awarded Degree certificates after completion of 3 years. As per the appointment the faculty members are deputed to do the evaluation (central valuation) conducted by the University.

### 6.3.4 Research and Development

5 faculty members are undergoing their research work. 2 members completed their minor project.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

College library is having a good number of texts, reference books along with reading room facility

### 6.3.6 Human Resource Management

Automation of complete bio-data of the students maintained. Students are motivated for career and future placement.

### 6.3.7 Faculty and Staff recruitment

The faculties and other staffs are appointed after proper recruitment.

### 6.3.8 Industry Interaction / Collaboration

NIL

### 6.3.9 Admission of Students

Students take admission on-line as managed by SAMS (Student academic management system). purely on merit basis

### 6.4 Welfare schemes for

Teaching	Internet facility, attractive library, pure drinking water
Non teaching	Friendly atmosphere, financial assistance at the time of emergency times
Students	SSG for poor students, extra classes for weak students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NO	YES	Principal
Administrative	NO	NO	YES	Principal

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

Students are helped by appearing improvement examination to add marks in their aggregate.

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

NIL

6.11 Activities and support from the Alumni Association

Alumni of the college are interested for the all-round development of the college. Some of the alumni are now working as faculty members.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association meeting is held every year to collect the feedback regarding academic and administrative activities. Suggestion of the parents are taken seriously and is implemented in college administration as far as practicable .

### 6.13 Development programmes for support staff

College looks after the health of the staff, provides financial help(as advances) whenever needed. There is a co-operative atmosphere within the staff .

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

Picnics and other get together meetings like welcome to the faculty members , farewell to the staff members are organised by the Staff association.

## Criterion – VII

### **7. Innovations and Best Practices**

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

The college is regularly practising value based programmes for social, ethical, spiritual up-liftment of the students. Yoga classes are conducted for physical benefit of the same.

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

It was planned to increase student strength keeping in view to the growing demand of the college. Berhampur University and Director, Higher Education also pleased to extent the seat to a remarkable number.

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

About 90 student taken “Self defence training “. Some 03 Master trainer also are selected out of the above 90 who now are going to give training to the students of other colleges. Students distributed relief to flood affected people and make them aware of sanitation, pure drinking water.

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

7.4 Contribution to environmental awareness / protection

Environment Awareness seminars & programmes are conducted in the college. The department of Botany NSS wings along with other NGOs organised environment, Swachha Bharat awareness programmes.

7.5 Whether environmental audit was conducted? Yes  No

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

The institution is planning to open honours classes in some more subjects.

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

Automation of library and administration. Installation of Wi-fi college campus

Name Miss Dipty Rani Nayak

Name -Dr Sudhir Ch Bhola



SKOB  
23.1.2016  
Principal  
PRINCIPAL  
Savitri Women's College  
Bharjanagar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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It has been a healthy practice of our college to conduct Alumni and PTA Meeting every year. The Alumni Association has been formed from the session 2005-06. Feedback is collected from the alumni members, parents and staff of the college. Alumni have a huge attachment for the college. They remember their studying periods in the college as the golden days and are very much sympathetic towards every problem and are embraced to every success of the college in the days of its running. Parent and alumni appraised the quality of teaching, discipline, extracurricular activities and cooperative administration.

At the same time they suggested some developmental works that must be done to cope with the changes of time and age. Their feedbacks are considered and their opinions are placed before the academic committee/IQAC for this implementation at an priority basis.

**Suggestion - 2014-2015**

1. Sufficient teaching staff
2. Functioning of the Hostel.
3. Introduction of IT and Journalism course.
4. More number of toilets.
5. A good playground.