



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		RAJDHANI COLLEGE
Name of the head of the Institution		DR. SASMITA TRIPATHY
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06742355263
Mobile no.		9338295246
Registered Email		rajdhanicollege@yahoo.in
Alternate Email		dr.jayanta.parida@gmail.com
Address		At - Baramunda, Near Fire Station
City/Town		Bhubaneswar
State/UT		Orissa
Pincode		751003
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Jayanta Parida
Phone no/Alternate Phone no.	06742355263
Mobile no.	9438145938
Registered Email	rajdhnicollege@yahoo.in
Alternate Email	dr.jayanta.parida@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://rajdhnicollege.org.in/pdf/AQAR%202017-18.doc
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	75.30	2006	21-May-2006	20-May-2011
2	A	3.01	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC	02-Apr-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Collection of student-parents feedback	04-Sep-2019 01	200
Installation of CCTV camera inside the campus	07-Mar-2019 01	1200

Separate Career Counselling Cell	03-Apr-2019 01	1200
Meeting of IQAC members	03-Aug-2018 01	8
Meeting of IQAC members	06-Sep-2018 01	5
Meeting of IQAC with HODs, OICs of RUSA, NCC, NSS, YRC etc.	11-Sep-2018 01	16
Meeting of IQAC members	31-Oct-2018 01	9
Meeting of IQAC members	03-Dec-2018 01	6
To instils moral values in the young minds, motivational talks were organized	22-Sep-2018 01	200
To instils moral values in the young minds, motivational talks were organized	01-Feb-2019 01	250
View File		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Installation of CCTV camera inside the campus. Separate career counselling cell with Desktop, Laptop, Printer, Internet facility and Projector facility.
Preparation of Student Data Bank. Documentation of various students activities.
Setting up classroom with Projector, Green Board, White Board

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation of question bank	Each department prepares question bank on the model of CBCS
Conduct of Departmental Seminar	Each department conducts weekly seminar on every friday.
Maintenance of daily activity of the teachers, Lesson Plan & Progress Registers	Each department maintains daily activity of the teachers and get it signed by Principal at the end of every month.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

11-Nov-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

01-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Our College upload MIS every year. Various types of data and information are regularly uploaded in the MIS. These are institutional data, institutional funding, students data and information, Accreditation details

and faculty strength of the college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our College is an affiliated institution of Utkal University. Hence curriculum planning is done by Utkal University with consultation of experts sought from different institutions as Board of Studies members. But implementation of the curriculum is done purely at the college level as per the advice of the University. Different departments and teacher concern implements the curriculums and maintains lesson plan & progress registers which is further supervised by respective heads of the department and the Principal of the College.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Bot, Zool, Phy, Chem, Geo, Math	01/07/2018
BCom	Accountancy, Management	01/07/2018
BA	Hist, Pol.Sc, Soc, Eco, Odia, Phil, Eng, Sanskrit, Edn	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>In the last academic session, 03 meetings were organized with participation of parents, teachers and students. From the meetings, feedbacks were received from the students and parents. The following are the findings of the feedback. All the students are quite satisfied with the class room teaching and examination system and administrative process. However, some students expressed dissatisfaction over the nonavailability of pertinent books, lack of library logistic support and lack of computer and internet facility. Some students also express their dissatisfaction in the laboratory arrangements. Students and parents suggested for improvement of sports and games facility, imparting skill and technical knowledge to the student, availability of books. They also suggested for construction of boys hostel inside the campus. After receiving the feedbacks from the students and parents, the IQAC and the Principal of the College organized a meeting of various support departments and discussed about various problems faced by the students. In the meeting, it was decided to purchase new books from the UGC fund. Steps will be taken to make the newly constructed Boys hostel operational from next academic session.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	B.Ed	50	1283	47
MA	Odia	16	55	15
MA	Education	16	74	15
BA	Hist, Pol.Sc, Eco, Soc, Sans, Odia, Eng, Phil	256	0	250
BSc	Zool, Chem, Bot, Phy, Math, Geo	128	0	108
BCom	Accountancy, Management	128	0	118

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	470	30	29	0	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	10	10	5	1	0

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A total students of the College have been divided into 54 proctorial groups for monitoring their academic activities. Each group is headed by a teacher who works as a mentor, supervisor and counsellor to the students. The teachers, mentors, the academics and personal activities of the students. The teacher also maintains communication link with the parents for making up the deficiencies of the wards in order to have healthy educational atmosphere.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1357	37	36:5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	37	17	12	28

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Debashis Patra State Level Award	Assistant Professor	1. Godhuli Saraswata Sanman award conferred by Godhuli Sathitya Sansad, BBSR 2. Arapakha Prabandha Sanman award conferred by Arapakha Sathitya Sansad, Bhubaneswar

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	6th/2019	16/04/2019	25/06/2019
BSc	Bsc	6th/2019	16/04/2019	25/06/2019
BCom	BCom	6th/2019	16/04/2019	25/06/2019
BEd	BEd	2nd year/2019	22/07/2019	14/10/2019
MA	Odia	4th/2019	08/05/2019	17/07/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our institution is affiliated college of Utkal University. Hence we conduct Midterm examination as per the guidelines provided by Utkal University, Bhubaneswar. Usually internal midterm examinations are conducted twice in each academic session and the scripts are immediately evaluated by the teachers concerned and marks are uploaded in the University website.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendars are prepared by Department of Higher Education, Govt. of Odisha for all the Colleges of Odisha. Our institution abide by the timeline prepared by Department of Higher Education for conduct of examinations and other academic related matters. We also abide by the guidelines issued by Utkal University for conduct of term end examinations.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.rajdhnicollege.org.in/pdf/Student%20Performance%20and%20Learning%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BEd	B.Ed	47	47	100
2	MA	Edn	15	0	00
3	MA	Odia	14	14	100
4	BA	Arts	252	238	94.44
5	BSc	Science	88	85	96.66
6	BCom	Commerce	128	120	93.75

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.rajdhanicollege.org.in/pdf/Student%20Satisfaction%20Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	03	Odia Bhasa Pratisthan, Govt. of Odisha, Bhubaneswar	3	20000
Minor Projects	03	ICSSR	2.5	1.5

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sociology	2	2.12

National	Pol.Sc	1	3.01
International	Sociology	1	10.25
International	Physics	2	3.73

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physics	1
Sociology	1
Pol.Sc	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	2	1	5
Attended/Seminars/Workshops	0	2	0	2
Presented papers	0	1	1	0

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Mini Marathon	Bhubaneswar Municipal Corporation NSS	1	20

Aids Awareness Rally	YRC, Bhubaneswar	1	25
Billion Rising Campaign	National Alliance of Women Odisha Chapter (NAWO)	1	20
Consumer Awareness - Essay Debate Competition	College Level	2	50
Consumer Awareness Function	Food Consumer Welfare Department, Govt. of Odisha	1	20
Plantation Programme - Vana Mahotsava	College Level	2	30
Workshop on Call Ambulance	Sri Sri University, Cuttack	1	30
Cancer Awareness Programme	College Level. YRC	2	200
Blood Donation Camp	YRC, College Level	5	50

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	YRC	Aids Awareness Rally	1	25
NSS	Vasavya Mahila Mandali - Vijayawada	Gender Based violence - Gender Sensitization workshop	2	30

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MoU signed between IIT, Bombay and Department of Higher Education, Govt. of Odisha	30/01/2019	Spoken Tutorial Training Programme and promotion of IT soft skill among students	30

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25901	903750	212	42801	26113	946551

Reference Books	8361	503750	784	310980	9145	814730
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	44	1	2	0	1	4	24	0	6
Added	3	0	1	0	0	0	0	0	3
Total	47	1	3	0	1	4	24	0	9

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing Physical, Academic and Sports facilities of Rajdhani College, Bhubaneswar LABORATORY Each Science department has its own laboratory facility which is maintained by the respective departments. Laboratory equipments, apparatus, chemical and solvents etc. are procured at College level as per the requirements of various departments. The College office purchases those scientific equipments, apparatus etc. through open bidding process as per the Odisha General Financial Rules guidelines and as per instructions of H.E. From time to time. Govt. of Odisha sanctions money through D.H.E for the purpose. During the academic session 201819 Rs. 6,60,900/ (six lakhs sixty thousand and nine hundred) has

been spent towards purchase of various equipments, chemicals and solvents. Each department maintains a separate stock register regarding the procurement and utilization of equipments, chemicals and solvents. LIBRARY The College Library is operated by Assistant Librarian and other support staff. There is a Library Purchase committee consisting of a group of teachers who guides and supervises the operation of Library. Govt. of Odisha sanctions money for purchasing new books from time to time. In 201819, Govt. of Odisha sanctioned Rs. 3,10,980/ (three lakhs ten thousand nine hundred eighty) and 784 no. of new books (Text and Reference) were purchased out of this fund. Each teaching department sends the book list to the library as per their requirements and the libraryincharge procures those books from various book stores following the established procedures and guidelines. After purchasing of the books, due stock entries are made by the staff and then those books are issued to students and faculty members for their reference. SPORTS COMPLEX Rajdhani College has its own play ground and gymnasium. There is an Athletic Association, consisting of a group of teachers who looks into various sports related matters. Regular funds are not available from the Department of Higher Education for upgradation and development of College playground and gymnasium. However, some amount of money are being spent by the College for upgradation of playground during the time of Annual Athletic meet. This money is spent out of P.L fund. COMPUTER At present, 47 nos. of computers have been installed at various places of the College. This year (201819) Govt. of Odisha has sanctioned Rs. 1,98,470 (one lakh ninety eight thousand four hundred and seventy) for opening up of new Career Counseling Cell and the College has procured 3 new computer set for the use of Career Counseling Cell. The cost of repair and maintenance of computers are borne by the College which is drawn from Development fund. CLASS ROOM At present, there are 29 classrooms and 10 Galleries in the College out of which 03 classrooms have been provided with LCD facilities. Since it is a Govt. College, the maintenance of the building, classroom, and other physical facilities are being done by the RB Department and GED of Govt. of Odisha. The teaching and learning equipments are centrally purchased by the College office. After due entry in the stock register, those teachinglearning

<http://www.rajdhanicollege.org.in/pdf/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20Physical.%20Academic%20and%20Sports%20facilities.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
My College My Pride (MotivationalcumMeditation Talk)	22/09/2018	200	Youth Wing, Rajyog Education Research Foundation of Brahmakumari Spiritual Foundation
Motivational Talk	01/02/2019	250	Confidence Factory
Personal	23/02/2019	150	Confidence Factory

Counselling Soft Skill Development			
Workshop on Soft Skill Techniques / Stress Management	27/02/2019	150	Disha Learning System

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	Pol.Sc	Pol.Sc	Utkal University - 03, Ravenshaw University - 01	PG in Pol.Sc
2019	2	History	History	Utkal University - 02	PG in History
2019	4	English	English	Utkal University - 01, Ravenshaw University -	PG in English & B.Ed

				01, Christ College, Banglore - 01 ,B.Ed at Central University - 01	
2019	4	Sanskrit	Sanskrit	Utkal University - 03, Ravenshaw University - 01	PG in Sanskrit
2019	6	Botany	Botany	OUAT, BBSR - 01, Utkal University - 02, North Odisha University - 01, MITS, BBSR - 02	PG in Botany
2019	2	Physics	Physics	Fakir Mohan University - 01, Delhi University - 01	PG in Physics
2019	12	Zoology	Zoology	Punjab University - 02, Utkal University - 01, Sambalpur University - 02, BHU - 02, OUAT, BBSR - 03, B.Ed - 02	PG in Zoology & B.Ed
2019	8	Geology	Geology	Central University Punjab - 01, NIT Rourkela - 01, Utkal University - 01, Ravenshaw University - 01, North Odisha University - 01, Sambalpur University - 01, DD Auto College, Keonjhar - 01, PN	PG. in Geology

				College , Khurda - 01	
2019	5	Odia	Odia	Utkal University - 01, Ravenshaw University - 01, Biswabharti Santiniketan University - 01, Rajdhani College, BBSR - 01	PG in Odia
2019	1	Chemistry	Chemistry	SOA, Bhubaneswar - 01	L.L.B
2019	2	Math	Math	Central University, Pondichery - 01, Central University- 01	PG in Math
2019	3	Education	Education	Ramadevi University - 03, B.Ed, Rajdhani College, Bhubaneswar- 02, DDCE, Utkal University - 05, SOA, Bhubaneswar - 01	PG in Education & B.Ed

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket	Inter College Cricket Zonal Tournament	20
Cricket	Inter Zonal Tournament	20

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council could not be formed during the academic session 201819 as Department of Higher Education, Govt. of Odisha cancelled Students Election due to Cyclone Titli.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

For effective management of College participation of Students, various decentralized sub units have been created by the College authorities. Among them, two best practices of decentralized governance are - I - Creation of separate examination unit, II - Separate Admission Cell To manage the examination related activities such as conducting midterm examinations, endterm examinations, filling up forms, valuation of answer scripts etc. , a separate examination unit has been created. This unit is managed by a group of teachers headed OIC, Examination. This examination unit undertakes the work for printing of question papers, procurement of answer sheets, publication of time line for conduct of various types of examinations. This unit also manages form fill up work and distribution of admit cards to the students. The examination unit is well equipped with Desktop computers, printers, Internet facilities. The College also having a separate admission cell. This unit is headed by an OIC of admission supported by 01 Senior assistant and full time DEO. This unit manages all the admission related activities of the undergraduate students. Presently the 3 admission system is conducted in emode called eadmission system which is centrally done by the Department of Higher Education, Govt. of Odisha. It also manages the transfer and uploading of data of the newly admitted students under SAMS.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • Our institution is an affiliated college of Utkal University. Hence the institution does not have a strategy of its own to develop curriculum. • Nonetheless our faculty members play an indirect role in their capacities as member of Board of Studies of the Utkal University to suggest and amend in the syllabus in their respective board meetings
Teaching and Learning	<ul style="list-style-type: none"> • Besides class room teaching, weekly seminars were organized by all the departments both at PG UG level for the benefit of students. • Model Question Banks were prepared by all the departments to acquaint students about question patterns. • Arrangement of tutorial and doubt clearing classes for the benefit of academically poor students.
Examination and Evaluation	<ul style="list-style-type: none"> • The conduct of Examinations and evaluation of papers etc. were done as per the guidelines of Utkal University, Bhubaneswar. • As per the new guidelines of CBCS syllabus, the college is holding its Midterm semester examination at UG PG level by its own
Research and Development	<ul style="list-style-type: none"> • A Research committee has been formed in the college. • This committee is empowered to create a favourable atmosphere for conducting various types of research.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Library computerisation and automation has been completed during the academic session 201314. • Wifi reading room facilities made available for the faculty members.
Human Resource Management	<p>For the development and management of Human Resources, the college has formed the Career Counselling and Placement Cell. This cell has organized many seminars, outreach programmes to make the students aware about their future career prospects.</p>
Industry Interaction / Collaboration	NIL
Admission of Students	<ul style="list-style-type: none"> • As per the guidelines of Department of Higher Education, Govt. of Odisha, our college adopts the online eadmission system under SAMS. • This eadmission system is applicable for UG

classes. • For PG B.Ed courses, the college follows the broad guidelines issued by the Govt. of Odisha and NCTE.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Planning and development activities of the College are broadly governed by the guidelines and advices issued by DHE, Govt. of Odisha. Department of Higher Education periodically despatches guidelines in this regard on emode.
Administration	The College follows the edespatch system for online transaction of official letters. Posting, transfer and promotion of the staff are done through online by Human Resource Management System monitored by Govt. of Odisha.
Finance and Accounts	Online salary of the staff, arrear bills, GPF etc. are done through HRMS IFMS portal.
Student Admission and Support	Admission for 3 students and issue of CLC are done through online system called Student Academic Management System (SAMS). This is a centrally monitored programme done by dept. of higher education and Govt. of Odisha.
Examination	As per the new model CBCS syllabus, midterm examinations are conducted by the College as per the eguidelines of DHE, Odisha. Form fill ups of undergraduate students are done on emode. E Admit cards are down loaded at the SAMS and distributed among the students during the TEE.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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staff

No Data Entered/Not Applicable !!!

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	2	18/01/2019	14/02/2019	28
Refresher Course	1	04/01/2019	24/01/2019	21
165PreCommission/DC35 Course	1	20/11/2018	23/02/2019	90

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	37	28	28

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
As per the Govt. Norms	Rehabilitation and other schemes as per Govt. guideliness	Scholarship like Prerna and Medhabruti are provided by Govt. of Odisha. SC, ST Minority students also get financial assistancecum scholarship from the Govt. of Odisha. Financial aid from SSG SAF is provided to poor and meritorious student.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

External financial audits are regularly done by Department of Higher Education, Govt. of Odisha AG Department.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Department of Higher Education, Govt. of Odisha	Yes	Academic Bursar Principal
Administrative				

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

03 meetings were organized among parents, students and teachers during the academic session 201819. Feedbacks from students and parents were collected. Various suggestions offered by parents and students for the improvement of educational environment of the college were taken care of.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Initiative for development of infrastructure
- Initiative for opening of new courses
- Implementation of Smart class room

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Civil Defence Training on Disaster Management conducted by Home Dept. , Govt. of Odisha	25/11/2018	25/11/2018	25/11/2018	150
2018	WorkshopcumSeminar Right to Public Service	15/11/2018	15/11/2018	15/11/2018	250
2019	WorkshopcumTalk National Voter Right Day	25/01/2019	25/01/2019	25/01/2019	200

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence Training Programme for Girls	14/11/2018	05/12/2018	60	0
Self Defence Training Programme for Girls	06/12/2018	09/12/2018	60	0
Self Defence Training Programme for Girls	21/12/2018	05/01/2019	60	0
Signature Campaign & awareness programme on Gender Based violence organized by Lutheran World Service India Trust	28/11/2018	28/11/2018	80	100
Workshop on Gender sensitisation	12/11/2018	13/11/2018	25	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Tree Plantation programme (Vana Mohatsava) organized by NSS unit of the College. 2. Swachha Bharat Awareness Campaign was organized by NCC unit of the College on 20.09.2018. 3. Cleanliness programme was undertaken by NCC unit of the College on 22.09.2018.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	No	0
Ramp/Rails	Yes	10
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	3

Special skill development for differently abled students	No	0
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
My College My Pride	12/09/2018	12/09/2018	200

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<ul style="list-style-type: none"> • Tree plantation programme undertaken by NSS unit of the College. • Cleanliness drive undertaken by NCC volunteer of the College
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<ul style="list-style-type: none"> • Installation of CCTV inside the campus • Opening of a separate Career Counseling Cell with Desktop, Printer, Projector and Internet facility. • Installation of Virtual Classroom

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.rajdhanicollege.org.in/aqar.html>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

<ul style="list-style-type: none"> • As per the recommendations of NAAC Peer team visit in 2016, initiatives have been taken for opening of new courses. Proposals for opening of PG courses in the subject of Pol.Sc has been sent to Department of Higher Education on 28.12.2018. • Virtual Classroom has been established during the academic session 201819 for smart learning. • Initiative for opening of NCC Girls Wing. • New Boys Hostel for SC/ST students to be made operational from next academic session.
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Provide the weblink of the institution

<http://www.rajdhanicollege.org.in/aqar.html>

8.Future Plans of Actions for Next Academic Year

1. Opening of new courses at Undergraduate level. 2. Infrastructural expansion

