

# Annual Report

**Academic year : 2011-12**

## **Annual Quality Assurance Report (AQAR)**

*Submitted by*

**Principal,**

**Khariar autonomous college, khariar**

**Dist. Nuapada-766107 Odisha**

# **Khariar Autonomous College, Khariar**

## ***Report of the Annual Quality Assurance Report (AQAR) 2011-12***

### **PART – A**

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The performance and achievement of the institution as per the vision and mission envisaged in our SSR has been monitored so as to ensure quality enhancement and quality sustenance by the IQAC, a vital part of efficient functioning of the institution.

#### **GOALS**

- Making rural , socio-economically and educationally marginalized youths capable to grab global opportunities.
- Ensuring opportunities to students for bright career prospects.
- Making available all resources within in the stitutions limit for progression of students.

#### **OBJECTIVES**

- Inculcating humanity and scientific temper among students.
- Promoting Leadership Qualities.
- Inculcating self respect, self confidence and cooperation among the students.
- Imprinting the importance of time and discipline in the minds of students
- Instilling students mind with rationalism.
- Strengthening the attitude of community services.

The IQAC has set up and defined its own goals and objectives to institutional goals and objectives as guided by its vision and mission statement. The goals and objectives of the IQAC are –

- Strengthening of teaching learning process and quality of students through SWOT analysis.
- Personality and leadership development of students.
- College as resource center for development of community.

<b>Sr. No.</b>	<b>Programmes Chalked Out For the Year 2011-12</b>	<b><i>Outcome achieved in the year 2011-12</i></b>
1	To achieve the goals and objectives of the institution new programmes to be implemented are as follows.	Along with the regular teaching aids, the use of Interactive Board and LCD projectors are used. Audio/video equipments for ICT classrooms which include Dias, mike, cordless mike, stand, sound boxes, speakers, etc. are procured. LAN has been set up to help improve the teaching
	<b>a. Improvement in teaching:</b>	
	<b>b. Improvement in Learning abilities:</b>	The college has motivated teachers to attend seminars, conferences, workshops, refresher courses, orientation courses, Advanced trainings in computers, etc. The college has organized National and State level Seminars. 30 No. of faculties participated in the seminars/conferences. 10 No. of faculties participated in the Orientation/Refresher Courses .
	<b>c. Overall personality development of students:</b>	The following activities conducted for the personality development of the students 1) The department of Chemistry organized Science day. 2) 11 Guest lecturers organized
		3) 36 Students of the Six department participated in the seminars. 4) 150 students have been benefitted from three days workshop on Environmental Pollution. 5) 104 students participated in the poetry reading competition 6) 200 students participated in the certificate course in Equal Opportunity and IT. 7) 102 students participated in the certificate course in Spoken English 8) 64 students participated in the certificate course in Human Right education 9) 32 students participated in the practical training in excavation. 10) Participation of students in the certificate course in the Yoga and Pranayam 11) Remedial Coaching 12) Inter-college and Athletic meet organized by the college.

	<b>d. College as resource center for development of community:</b>	The students of Department of Botany, Zoology, Economics, Education and IT were motivated for the practical application of the syllabus towards community & Society. In the academic year 2011-12 – 3 villages Chindaguda, Barpadar and Gadramunda were taken up as adopted villages by NSS .
2	<b>New academic programmes to be initiated ( UG and PG ):</b>	Short term courses as IT, Human Rights Eduaction and Spoken English have been introduced. The aim of these courses is to provide opportunity to the students to pursue their goals and achievements in future. New Honours courses in Education and Commerce have been introduced.
4	<b>Details of departments getting. assistance/ recognition:</b>	Major research projects by UGC to Department of Physical Education and Odia.
5	<b>Community services:</b>	The extension services for community undertaken by the college are quite remarkable which are performed by NSS/NCC / RED Ribbon Club, Eco Club, UGC Extension Programme. The activities conducted for community are 1) Health and hygiene awareness 2) AIDS awareness, 3) Tree Plantation 4) Voters day Rally
6	<b>Maintain students – staff ratio:</b> We have to maintain the required students – staff ratio by recruiting new staff.	In the academic year 2011-12 college recruited <b>six</b> lecturers and the selection of the teachers were made by selection committee. College as laid down by the UGC followed the procedure of the selection committee. The Management also recruited additional staff on contract basis as per the need.
7	<b>Improvements in the library services:</b>	Computerization of Library has been taken place. Data feeding and indexing of the books has completed. Additional Books and Journals were subscribed to enrich the library. Separate Cell in the library created for the students to compete and overall development.

8	<b>New books/journals to be subscribed and their value:</b>	<p>New books/journals subscribed and their total value:</p> <p>Total No. of books purchased during 2011-12 are : <b>2258</b></p> <p>Total purchase price of the books : <b>Rs. 8,71,834.44</b></p> <p>Total No. of Magazines purchased during 2010-11 are <b>99</b></p> <p>Total purchase price of the Magazines - <b>Rs. 63721/</b></p>
9	<b>Increase in the infrastructural facilities:</b>	<p>During 2011-12 the college has modernized &amp; upgraded Science Laboratory.</p> <p>1) Upgradation of Chemistry and Physics Laboratories.</p> <p>2) Upgradation of the IT classroom. LCD projector, laptop, dais, mike, cordless mike, speakers, ceilings &amp; fans, 50 no of chairs for students were procured. The IT classroom is connected with internet facility.</p> <p>3) During the X<sup>th</sup> plan, the construction of the women hostel started and in XI<sup>th</sup> plan period, the construction was completed. His excellency the Governor of Odisha inaugurated the Women hostel 'Udanti', named after a local river.</p>
10	<b>Financial aid to students:</b>	<p>Financial Assistance given to students under Students Aid fund, freestudentship, students coming from 10 K.M. distance and students from BPL families.</p>
11	<b>Improvement in performance in sports activities :</b>	<p>College organized University Level Sports Competition and Inter-college Cricket competition.</p>
12	<b>To increase student achievements and awards:</b>	<p>1) Drama Society, DSA motivated and trained the students to participate in the Inter college Youth festival and other competitions and 20 students have been awarded prizes in various cultural activities such as One Act Play, Drawing, Poetry Reading Sambalpuri Dance.</p> <p>2) The creative dance of our college has been</p>

		<p>selected for the inter University Youth festival</p> <p>3) Two students of sports department have been selected in All India Inter University Cricket Team.</p> <p>4) Sri Kshyamasagar Patel represented the University in Marathan Race having won Gold Medal as best athlet of Sambalpur university for two consecutive years.</p>
13	<p><b>Linkages developed with national/ international, academic/ research bodies:</b></p>	<p>Linkages developed with national/ international, academic/ research bodies are with</p> <ol style="list-style-type: none"> <li>1 Archaeological Survey of India.</li> <li>2 History department is linked up with Utkal University to carry out field work.</li> <li>3 National Museum, New Delhi</li> <li>4 Deccan College, Pune</li> <li>5 National Museum, New Delhi</li> <li>6 Orissa State Museum.</li> <li>7 Kalahandi Autonomous College</li> <li>8 World Vision, Khariar</li> <li>9 NGO, Lok Drusti, Khariar</li> <li>10 Odisha Gabeshana Chakra, Vikas</li> </ol>

## PART B

### 1. Activities reflecting the goals and objectives of the institution.

Goals and objectives of our institution are as follows-

- i) Strengthening of teaching learning process.
- ii) Personality development of students.
- iii) College as training ground for development of community.

All activities reflecting the goals and objectives of the institution have been going on in our college. The following activities conducted to achieve the above objects during the academic year 2011-12

**Objective -1.** Strengthening teaching learning process.

#### **Activities - Improvement of teaching**

Lecture method of teaching is supplemented by teaching aids along with the following methods.

##### a) **Interactive method -**

- i. **Seminars** – 01 Seminar conducted in each subject per semester by using Audio-Video Aids .
- ii. **Group Discussion** – Group discussions arranged for each department.
- iii. **Student Interaction** – Regular interaction with teaching staff members, Guwar lecturers.

##### b) **Evaluation method –**

- i. **Unit Test** – One Unit Test conducted in each subject per month.
- ii. **Term Paper** – One Term Paper must be submitted per semester.
- iii. **Viva-Voce** – Viva Voce conducted in each subject in each Semester per semester as per the requirement

##### c) **Project Method –**

- i. Students prepare syllabi based project work. In turn the student generate practical knowledge of their subject

##### d) **Field visit and educational tour –**

Archaeology & Museology Survey	Educational Tours
Industry-Institute Interaction	Institute-Institute Interaction
Institute-University Interaction	Botanical Excursion
Visit to I.T. Centre	Participate in the Conferences/Seminars
History	Historical sites

### Activities - Improvement in Learning Abilities

Teacher as learner is always motivated to update their knowledge by attending Seminars / Conferences, Workshops, Orientation and Refresher Courses and acquiring higher education such as NET/ SET, M. Phil, Ph. D. etc. In the academic year 2011-12 the teachers have attended following such programmes and some of them have achieved higher qualification.

Name of the Program	Total No. of programs	
	Attended	Qualified/ achieved higher Qualification
Seminar/Conference/Symposium	30	--
Workshop / Camp	08	
Orientation	02	
Refresher	10	
M. Phil –		
Ph. D.		
NET/ SLET		-

### Objective ii - Overall personality development of students.

#### Activities Conducted -----

The following programs are conducted for overall personality development of students during the academic year 2011-12 such as ----

1. Certificate Courses in IT, Human Right Education, Personality Development ,Yoga Pranayam etc.
2. Tree Plantation – 15<sup>th</sup> August – participation of Alumni and Management
3. Hindi day celebrated by the Hindi Department – 14<sup>th</sup> September 2011
4. Workshop on Personality development and Career Guidance -15-17 December 2011
5. Poetry Reading Sammelan – 14<sup>th</sup> January 2011
6. Guest lectures in the subjects Commerce, Botany, Zoology, Education, History, Economics, political Science, Computer Science & Information Technology, Economics, English etc.
7. Aids Day Rally in collaboration with Judges and Advocates of District sub Court Omerga and Rotarians of Rotary Club Omerga
8. Intercollegiate Debate Competition. - 31 Dec.2011



9. General Knowledge Competition – 05<sup>th</sup> Jan. 2011

10. Self Governing Day 12 Jan. 2011

11. Voters Day – 25<sup>th</sup> January 2011

### **Objective iii - College as resource center for development of Community Activities --**

The syllabus related aspects are selected for applying the knowledge to the community development. The teachers and students conducted the community based programs under institute –institute interaction, surveys, tours etc.

### **2. New academic programmes initiated ( UG )**

Skill development short term courses are framed such as IT, Spoken English, Human right Education, Personality Development, Yoga Pranayam etc. The aim of these courses is to provide opportunity to the students to pursue their goals and achievements in future. Each certificate course is two sections. First section is for three months which is known as foundation and second section is for six month which is known as advanced.

<b>Sr. No.</b>	<b>Name of the Guest</b>	<b>Topic</b>	<b>Date</b>	<b>Benefitted Students</b>
1	Sri S.S.Behera Sri D.Panda	Certificate Course in CA	01/09/2011 to 31/12/2011	32
2	Mr. L.Joshi Mr. S.Dani Mr. A.K.Khamari	Certificate Course in Spoken English	01/08/2011 to 30/11/2011	32
3	Mr. D.S.Babu Mr. A.K.Panda Mr. B.Padhi Mr. P.L.Barma Dr. F.Deo	Certificate Course in Human Rights	01/07/2011 to 30/09/2011	64
The certificates to all the participated students have been distributed.				

### **3. Innovations in curricular design and transaction - Inter- disciplinary programmes**

Curricular design is framed by university bodies. The curriculum for the following Certificate courses is designed by the faculty of our college.

1. Archaeology and Museology
2. Certificate course in Spoken English
3. Certificate course in IT
4. Yoga and Pranayam
5. Human Right Education

### **Competitive Examinations Guidance Cell (CEGC)**

As an interdisciplinary approach, NET, SET, Banking etc. competitive guidance is conducted on every Sunday under the guidance of Dr. Anjali Padhi and Dr. Harendra Kumar Panda. Guidance Cell is functioning under each subject. The qualified Teachers are motivating and guiding to the students of their Department to prepare for Competitive Examinations.

### **Total number of seminars/conferences/symposium/workshop/camp/sport games**

#### **Conducted**

- 1) Personality Development **Workshop** organized on Oct- 2011
- 2) Ten Days State Level NSS **Camp** organized. 150 NSS volunteers participated
- 3) Two days Students Counseling and Career Guidance **Workshop** at college 20-22<sup>th</sup> December, 2010
- 4) National Level **Seminar** on Recent Trends in Land Rights and Human Rights organized on 23<sup>rd</sup> January, 2011.
- 5) Faculty Development Workshop organized on 10<sup>th</sup> March 2011
- 6) University level Sports Competition organized
- 7) Workshop for development of Administrative staff organized on 27<sup>th</sup> March 2011.
- 8) National Level **Symposium** on Human Rights organized .

#### **4. Research Projects:**

- a) Research Projects Newly Implemented --

<b>Sr. No.</b>	<b>Name of the teacher</b>	<b>Funding agency</b>	<b>Amount (Rs.)</b>	<b>Duration (Years)</b>	<b>Collaboration if any</b>
1	Dr. Anjali Padhi	UGC, New Delhi ( Major )	662800	02	-
2	Dr. Saroj Kumar Panda	UGC, New Delhi ( Minor)	170000	02	-

#### **C. Special Grants Received:**

UGC has sanctioned various grant in aid to our college under XI<sup>th</sup> Plan and CPE scheme for which various proposal have been submitted to UGC. As an outcome of these the UGC has released & sanction of I<sup>st</sup> installment in 2011-12. Under the UGC Development Scheme the grant received during 2010-11 as under

- 1) To organize Seminar Rs. 5,20,000
- 2) Construction of Women Hostel Rs. 54,000
- 3) Class Room Building Rs. 6,50,000

## 5. Honors/Awards to the faculty:

1 Dr.Anjali Padhi has received Mahaveer award from MSA Bhawanipatna in 2011.

2 Dr.Fanindam Deo has received Mahaveer award from MSA Bhawanipatna in 2011

## 6. Internal resources generated:

Professional short term courses such as Computer training programme is organized by the college to raise funds. -

## 7. Community services:

Community services were carried out by the NSS, NCC, Youth Redcross and Eco Club. Focus of the activities was on the themes like Health and hygiene awareness, Cooperative awareness, rural development Schemes, AIDS awareness and National integrity.

## 8. Teachers and officers newly recruited:

In the academic year 2011-12 college recruited two lecturers and the selection of the teachers were made by selection committee. College as laid down by the UGC followed the procedure of the selection committee. The list of recruited lecturers is as follows.

1 Dr. Mucchatte S. N. - Hindi Full Time

2. Mr. Somwanshi S N - Chemistry Full Time

## Teaching – Non-teaching ratio

Teaching Staff - 49

Non-teaching Staff - 86

Ratio - **7 : 12.29**

## 9. Improvements in the library services:

Computerization of Library has been taken place. Data feeding and Indexing of the books and journals also completed. Total 05 internet terminals are open to students for searching exiting world of internet.

## 10. New books/journals subscribed and their value:

Total No. of books purchased during 2010-11 - 2258

Total purchase price of the books - **Rs. 8, 71,834.44**

Total No. of Magazines purchased during 2010-11 - **99**

Total purchase price of the Magazines - **Rs. 63721**

## 11. Unit cost of education:

	<b>UG</b>	<b>PG</b>
No. of Students	1632	723
Total expenditure	Rs. 5,38,35,561	Rs. 31,12,332

Unit cost of education	Rs. 32,987	Rs. 4305
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## **12. Computerization of administration and the process of admissions and examination results, issue of certificates –**

The college has provided sufficient computers for office administration. The software of the office administration is developed by Software House Aurangabad. It covers all the office needs. The following modules are included in the software.

- |                |                          |              |
|----------------|--------------------------|--------------|
| 1 Admission    | 2 Fees and Scholarship   | 3 Accounting |
| 4 Examinations | 5 T. C. and Certificates |              |

The training programme of ICT based access to office administrative staff is given during 2011-12 by organizing staff development workshop. The expert of ETH pune has guided .

## **13. Increase in the infrastructural facilities**

During 2011-12 the college has developed following infrastructural facilities in the campus-

1. New class rooms, Laboratories
2. Modernization of Science laboratories
3. Ladies Hostel - under construction
4. Classroom construction – Second floor of the administrative building

## **14. Technology upgradation:**

- Compute science department is updated
- Web site is developed
- Upgradation of Chemistry, Physics and Zoology Department
- Purchase of Softwares

## **15. Computer and internet access and training to teachers and students:**

A special software-training program is being arranged for students and staff.

## **16. Financial aid to students**

College has provided financial aids to poor students from **Students Aid Funds** for concession in College fees, books, University Exam. Fees etc.

## **17. Activities and support from the alumni association –**

The college has an Alumni Association and the present office bearers are

### Alumni Association

Sr. No.	Name	Designation
1		Chairman
2		Member
3		Member
4		Member
5		Member
6		Member
7		Member
8		Member
9		Member

The alumni association meets twice in the year. They share its valuable ideas for the overall development of the institution in the annual parent meet with management. In this academic year, the alumni association organized following activities-

- Annual Alumni Meet
- Prize Distribution Ceremony
- College Development
- District Level Sports Competition
- Spiritual Program – Yog Shibir

The alumni also invites on the occasion of the various activities like Independence day, Republic day, Annual gathering, Lecture series 20-24<sup>th</sup> October, Inter colleges Debate competition on 24<sup>th</sup> December etc. The feedback provided by the alumni reshapes the present teaching-learning and other activities of the college.

#### 18. Health services –

The Local Health center took all possible care for promoting the health services of the students, staff as well as society. With the help of Patanjali yog samitee , NSS and NCC, the District Sub Health center Nuapada has provided the following health services under this center.

1. Free Blood Group Checking Camp in collaboration with C.D.M.O., Nuapada – 20th October, 2011.
2. Free Aids test by the District sub Health Center Nuapada
3. Health Management through Yoga & Pranayam in collaboration with local Patanjali yog Samitee
4. Gymnasium facilities by minimum charge of Rs. 30 per students
5. Blood donation Camp – 13<sup>th</sup> April 2011

## 19. Performance in sports activities –

Personality development is a goal of our college since last 34 years for the development of students into good citizens, who are knowledgeable, confident, balanced and possess strong character with leadership attitudes. We are promoting students to participate in sports. Number of students participated in sports activities and achieved Ranks or Medals at University and State level. The students participated in various sports activities and achieved during 2011-2012 is shown as under :

Sr. No.	Sports Activity	Name of sport students/Team	Achievement
1	Long run	Kshyamasagar PatelB. A. II	Participate in the University Atheletic Meet 2011
2			
3			

## 20. Student achievements and awards-

- 1 Ankush Mane passed MPSC and selected as PSI
- 2 Kumari Kamble passed MPSC and selected as PSI
- 3 Mr. P. B. Gore Patil passed NET in Chemistry
- 4 Mr. Amit Veldure passed NET in Chemistry
- 5 Mr. Abasaheb Survase passed NET in Commerce
- 6 Kum Swati Narayankar Got Consolation Prize in the Essay writing at State level Competition
- 7 Kum Swati Narayankar and Kum. Anusaya Mane stood merit in the National GK Competition

## 21. Development programmes for Non-teaching staff

1. Software training program is being arranged for teaching staff by REINZ Informatics
2. Software training program is being arranged for Non-teaching staff by REINZ Informatics

## 22. Healthy practices of the institutions

### Teacher's Quality Audit (TQA)

The college conducted an Annual Teacher's Quality Audit through IQAC. The purpose of the Teacher's Quality Audit is to review the performance of Teacher and to improve the quality of teachers and also to encourage improving their performance Criterion of Internal Quality Audit evolved two stages,

1) Students feedback on Teacher Performance

2) Self appraisal of teachers

### **Student's Quality through Participative learning**

Quality of Students increased through participative learning. The students involved in various activities and college committees which helped to enhance quality conscious among the students.

### **Innovative Curriculum**

Skill development short term courses framed and will start from 2012-13, such as IT, Human Rights and Spoken English. The aim of these courses is to provide opportunity to the students to pursue their goals and achievements in future. Each certificate course is two sections. First section is for three months which is known as foundation and second section is for six month which is known as advanced

### **Eco Club**

Thirty students club under Eco Club is functioning since 2009.

### **Red Ribbon Club**

- To aware students as well as society about AIDS in their area Red Ribbon Club established in this year. Thirty students from all disciplines are working as a volunteer of the club. They were trained by authorities of District Sub Health Center.
- Continuous Outdoor Games Training Center
- Continuous Yoga & Pranayam

### **Linkages developed with national / international, academic/ research bodies:**

- a) Archaeological Survey of India
- b) National Museum
- c) Deccan College
- d) State Museum
- e) ASP, Odisha
- f) Odisha Gabeshana Chakra
- g) Hindi Society
- h) Folklore Society

## PART C

Sr. No.	Programs chalked out for the year 2011-12	Implementation strategy
1	To achieve the goals and objectives of the institution new programmes to be implemented are as follows.	
	<b>a. Improvement in teaching:</b>	In addition to regular teaching method three separate dark rooms will be prepared with LCD and Computer, ICT based Language Laboratory. We plan to start the facility of Smart classroom
	<b>b. Improvement in Learning Abilities:</b>	Teachers will be motivated to attend seminars, conferences, workshops etc. We will organize faculty development programme in collaboration with Odisha Gabesana Chakra
	<b>c. Overall personality development of students:</b>	As usual the seminars, workshops, debate competitions; social awareness programmes etc. will be organized in the academic year. In addition to that a lecture series of experts will be organized.
	<b>d. College as training ground for community development:</b>	Socio-economic Surveys, Projects and various programmes to awareness of people of the society will organized.
2	<b>New academic programmes to be initiated ( UG ):</b>	To start need based Diploma courses in future 1. Computer Application 2. Value Education
3	<b>Details of departments getting assistance/ recognition:</b>	Teachers are to be motivated to receive research grants from various funding agencies.
5	<b>Community services:</b>	We will extend our services to community through the UGC extension programme
7	<b>Improvements in the library services:</b>	Training to the staff as well as students about access of Books and Journal on internet



8	<b>New books/journals to be subscribed and their value:</b>	New books/journals will be subscribed as per the requirement of the new syllabus.
9	<b>Increase in the infrastructural facilities:</b>	Science departments will be modernized in the academic year 2012-13.
10	<b>Improvement in performance in sports activities :</b>	Special attempt will be made to improve performance in sports by organizing University inter colleges competition. To Provide Sports facility the proposal of Indoor Sports Facility and Grass Running Track submit to UGC.
11	<b>To increase student achievements and awards:</b>	Special attempt will be made to increase student achievements and awards by offering experts coaching, remedial coaching, mentor system etc.
12	<b>Linkages developed with national/international, academic/ research bodies:</b>	Teachers will be motivated to develop national and international linkages. MoUs will be signed in the various research centers
13	<b>UGC and other funding agencies scheme</b>	The college plans to avail different development grants like MRP's Seminars etc.

**Name and Signature of the Coordinator,**

**Dr.Supriyo Chatterjee**

**IQAC**

**Name and Signature of the Chairperson,**