



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		DHARANIDHAR AUTONOMOUS COLLEGE
Name of the head of the Institution		Sri Narendra Kumar Sahoo
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08917245515
Mobile no.		9437782223
Registered Email		principaldcollege@gmail.com
Alternate Email		principald.od@gov.in
Address		At/Po/Ps-Keonjhar
City/Town		Keonjhar
State/UT		Orissa
Pincode		758001
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	24-Jun-2004
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Prakash Chandra Pal
Phone no/Alternate Phone no.	09437713339
Mobile no.	7008676673
Registered Email	prakash.pal21@gmail.com
Alternate Email	shubhashish_001@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://ddcollege.nic.in/sites/default/files/AQAR/AQAR-16-17-complete.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://www.ddcollege.nic.in/?q=node/235>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	75	2006	02-Feb-2006	01-Feb-2011
2	B++	2.86	2016	16-Dec-2016	15-Dec-2021

6. Date of Establishment of IQAC

24-Mar-2012

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
No Data Entered/Not Applicable!!!		

[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
Dr. Prakash Chandra Pal	MRP	UGC	2017 730	245000
Dr Anupama Dash	MRP	UGC	2017 730	215000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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)

The IQAC team keep a vigil on academic activities and suggest for reforms. Recommending research activities for PG students. Feedback analyses and used for improvements.

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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	Achievements/Outcomes
Academic calendar prescribed by govt. will be strictly adhered to.	Achievement have been done as per proposed plan.
Classes allocation in rooms with ICT facility to Various departments.	Classes were conduct using ICT aids such as PPT & internet.

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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 ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	05-Mar-2018
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)	The management information system is operational in the institution. It has been established to provide information related to the institution. Three modules are under operation in the institution. One is Students Academic Management System (SAMS) and another is Personnel Information Management System (PIMS). Admission of students are done through SAMS monitored by Govt. of Odisha. The system generates database of students. Besides, information related to salary of staff members is also obtained through management information system. Information, as and when required, is also uploaded in the MIS portal of the Government. The third module is the Human Resources Management System (HRMS) managed by the Govt. of Odisha for details of employees and their financial transactions.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
Nil	NIL	Nil	NIL	Nil
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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
NIL	Nil	0
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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 !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
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
Feedback on the teaching-learning process is received from students as Students Satisfaction Survey and overall feedback form based on structured questionnaire framed and approved by the IQAC of this college. Feedback is received also from faculty members. The received feedback is analyzed by IQAC and suggestions are provided to the Head of the Institution for action. Teachers also provide formal as well as informal feedback to the head of the institution on different

academic, administrative, and other affairs related to the college. Members of anti-ragging committee also received feedback from students through classes. There is Complain box fixed in the principals office for suggestions that can be registered to the Grievance Redressal Cell. Departments receive feedback from parents through parent teacher meetings and discuss different issues related to the overall development of their child. The institution has a feedback format for both parents and students. The feedback received are analyzed to take necessary steps. The overall feedback from all stake holders are found to be satisfactory. The career counseling cell of the college along with the Grievance Redressal cells also collect feedback from students. Besides, a proctorial system is also operative in the college which meet on regular intervals for proper interaction with students.

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
No Data Entered/Not Applicable !!!				
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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
2017	475	138	Nill	Nill	51

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	Numberof smart classrooms	E-resources and techniques used
32	32	10	10	2	60
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Student mentoring system was done in this year where all students participated. About 30 mentors have been engaged in this monitoring process. The Mentor: Mentee ratio was 1:19 which was a better proportion in monitoring the whole student of the college. In the process mentors as career councilors, provide career exploration and helped the students to a brainstorm career. Successful mentoring relationship was made at different stages, steps and strategies are taken in a pacific manner which leads to mentoring Excellency.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
613	32	1:19

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
52	Nil	20	Nil	8

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
Nil	NIL	Nil	NIL
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	0	0

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.ddcollege.nic.in/?q=node/240

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
No Data Entered/Not Applicable !!!					
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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.ddcollege.nic.in/?q=node/190

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	NIL	NIL	Nil	NIL
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3.2 – Resource Mobilization for Research

3.2.1 – 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	730	UGC	360000	260000
Minor Projects	730	UGC	300000	215000
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

3.3 – Innovation Ecosystem

3.3.1 – 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
NIL	NIL	Nil
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3.3.2 – 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
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.3.3 – 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
NIL	NIL	NIL	NIL	NIL	Nil
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	0	0
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ODIA	3
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nil	0	Nil
No file uploaded.			

3.4.5 – 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 !!!						
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3.4.6 – 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 !!!						
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	1	15
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the	Title of the	Agency seeking /	Revenue generated	Number of trainees
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Consultan(s) department	programme	training	(amount in rupees)	
NIL	NIL	NIL	0	0
No file uploaded.				

3.6 – Extension Activities

3.6.1 – 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
No Data Entered/Not Applicable !!!			
View File			

3.6.2 – 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
NIL	NIL	NIL	0
No file uploaded.			

3.6.3 – 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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
No file uploaded.			

3.7.2 – 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
NIL	NIL	NIL	Null	Null	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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Total	97	3	97	2	0	0	0	8	0
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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
NIL	NIL

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
0.7	0.7	100	51

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)

Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc D.D auto college keonjhar has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of library: For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organises reading sessions and competitions among students and teachers, appeals to and organises students, teachers, alumni, guardians to donate books. Maintenance of the laboratory: The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college as well as those of five associate schools are taught and trained about the use and maintenance of laboratory items. Maintenance of the sport facilities: Students' union sport secretary and his/her advisor takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport secretary and the advisor of the Student Union of the college. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A pavilion has also been made for the students within the campus, so that the students can enjoy the events of sports week, organised in the college. Some of the sports items are kept in boys'/girls' common rooms/ union room and given out for use of students under the monitoring of the Sports cum common room secretaries. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible. Maintenance of Computers and IT facilities: The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the

administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities. Classroom facilities: The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers.

<http://www.ddcollege.nic.in/?q=node/234>

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
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
No file uploaded.			

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 implementation	Number of students enrolled	Agencies involved
NA	Nil	0	0
No file uploaded.			

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
Nil	NIL	0	0	0	0
No file uploaded.					

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
NIL	0	0	NIL	0	0
No file uploaded.					

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
Nil	0	NIL	NIL	NIL	NIL
No file uploaded.					

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
NET	16
GATE	18
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
college level odia debate competition in D.D.college keonjhar	2nd Position	30
college level odia and English debate competition in D.D.college keonjhar	1st position	25
college level odia Eassy competition in Womens college keonjhar	3rd position	30
college level odia debate competition in Centra coperative Bank keonjhar	1st position	50
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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
Nil	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

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

The Institute has Student council and students actively get involved in various committees. 1. Class Committee - Each UG class has a Committee to review the academic activities, progress and improvement plans of all subjects of all semesters. The committee consists of HOD, Class adviser and the students representatives (4 Members/semester/section). The committee will discuss the academic related issues including conduction of classes, question paper pattern and students grievances Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges. 2. Professional Bodies - Student representatives actively participate by conducting Student conventions, chapters, technical events and quizzes etc with the help of faculty members. 3. News Letter Magazine Committee - Students representatives who are nominated in the editorial board help to collect articles, poems, drawings etc from talented students. They compose, edit and take initiative in printing the newsletters at Department level and work for the preparation of magazine at college level. Faculties of the editorial board will guide them in the entire process of printing and releasing the magazine. Student editors also involve in preparing the conference proceedings (National Conference/International), souvenir of student conventions conducted in the Departments.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

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)

Admission is an instance of decentralization and participative management. Admission is done in association with SAMS, Odisha. The initial process starts with formation of an admission Committee. The Committee consists of senior members that looks after the entire admission process. A team is engaged for verification of online admission forms. The actual admission of students after receipt of admission letter from SAMS is also entrusted to a number of teams under the supervision of Admission-in-charge assigned by the Principal. The academic section and accounts section work jointly for looking at the various aspects of admission, such as maintaining students' profile and payments records. BUILDING MAINTENANCE: The college building maintenance is also a decentralization process. College buildings are maintained regularly by PWD under R B Department according to the funds sanctioned by the Department of Higher Education, Govt. of Odisha. SCHOLARSHIP: Another decentralization practice is scholarship giving activity. Various types of scholarship matters are handled by team of persons under the supervision of scholarship in charge. The team members work jointly for receiving and verifying applications, and processing in the offline mode using the scholarship portal whenever necessary.

The college team works with District Welfare office for processing of scholarship applications made by the eligible students. The scholarship system cannot work without participative management.

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

Partial

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	The Board of Studies of each department of D.D.Auto.College was constituted for a period of two years (2017-18 and 2018-19). Each year the Board of Studies sits for the potential revision of syllabi for the newly admitted students. Syllabus of each subject is being approved by the respective Board of Studies executed by Autonomous Examination Committee headed by the Controller of Examination with the guidance of the Principal. The Board of Studies include internal as well as external members. The recommendation of the different Board of Studies are examined and approved by the Academic Council of the College, the highest Body of the Academic decision making. The revision is made within the prescribed limit by the affiliating university.
Teaching and Learning	Traditional method of chalk and duster is being supplemented by ICT tools. In the year the College had the facility of projector, Wi-Fi and sound system for use of online resources and teachers' materials for better display. Home assignments are given and evaluated periodically. Assessment at Mid Term and End term are made to evaluate students learning for issue of grade certificates and degree certificates.
Examination and Evaluation	There are mainly two types of examination in a semester: Mid Sem Examinations and End Sem Examinations. For non-practical subjects the Mid Sem mark is 20 and End Sem mark is 80 out of full 100 mark. For practical subjects, the Mid Sem mark is 15 and End Sem mark is 85 consisting of 60 marks in theory and 25 marks in practical. Central valuation process is followed and answer scripts coded before valuation are examined by examiners from other institutions of

higher education as well as eligible faculty of the college. However, at least 50 of the answer scripts are valued by external examiners. All questions are set by eligible teachers from outside the district.

Research and Development

Research is done by teachers at the individual levels. They are encouraged to do research, attend seminars and conferences. They also avail government study leave for this purpose. Students are encouraged to do some sort of research. They are taught research techniques in students' seminars as well as in class rooms. Students are guided by faculty members as guides. Reference books are purchased by library to assist researchers. Each department is provided computers with internet facility through Wi-Fi Campus to facilitate research work.

Library, ICT and Physical Infrastructure / Instrumentation

The library functions in Physical mode. The physical library has a stock of around 82768 text and reference books. Books are issued to students and teachers for certain period. Annual purchase of books are made from government grants and own funds. There is planning for set up of Cyber/e-library which is to be implemented very soon so that Students and teachers will be able to use it. The college has 22 class rooms equipped with projectors and sound system for making use of online and audio-video materials as teaching aids in 2017-18 academic session. Teachers are encouraged to make maximum use of ICT teaching aids.

Human Resource Management

This is a government college, and recruitment of staff is done as per government procedures and by the government agencies. However, details of human resource management are undertaken by various e-governance systems of Government of Odisha. The salary, leave and assessment of employees are undertaken by the HRMS of government of Odisha. The available human resources is managed optimally by assigning curricular and extra-curricular activities among them in an academic year. In case of need, human resources are also engaged to maintain the present level of activity and efficiency.

Industry Interaction / Collaboration

: This college is located in mining

rich region and have many related industries in the area. Industries like Jindal steel and power Ltd. Conducted interviews for placement of students. UG and PG students had study tour/visits to Kaliapani chromite mines, Daitari mines, Rourkela steel plant. Also, various institutions and industries came for counselling. The college has a career counselling cell that looks after the industry academic interaction. In future, this matter shall be given more focus for on campus recruitment of graduates coming out the college each year.

Admission of Students

The college makes 04 types of admission in each academic year: (1) admission for UG (2) admission for PG (3) admission for SFC and (4) admission for B.Ed. Government of Odisha has elaborated system of UG admission online and the college gets its students admitted through this system called SAMS (Students' Academic Management System). The admission for UG is done through online application to various courses run by the college. Merit list is supplied by SAMS for admission. Admission for PG, B.Ed and SFC programmes is done offline through mark-basis selection.

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

E-governance area	Details
Planning and Development	: The College uses available e-governance for planning and development. The activities are planned and use of online systems are made for supply of information to governments and interested parties. IFMS, SAMS, HRMS systems of government of Odisha are utilized for planning and development. Entire planning of expenditure and receipt of grants from governments are e-governed.
Administration	Computer and internet are used for administration as the case in need. The human administration is done through HRMS, Odisha. Details of communication between --the college and the Government of Odisha are undertaken through E-despatch systems of Government of Odisha. Major use of emails is also made for administration.
Finance and Accounts	The College uses computer and laptops for accounts keeping at its levels.

	However, the government systems such as IFMS deals with funds flow between the government and the College. There is little use of computing and accounting system of present. However, accounts keeping has shifted to computers through hard copies are also maintained.
Student Admission and Support	Students' admission is entirely e-governed through SAMS, Odisha for UG classes. Elaborated system has been developed by the Government of Odisha for this purpose. The system works flawlessly and efficiently for admission purpose. It avoids all sorts of discretion. There is manual application, selection for admission for PG, B.Ed and SFC programmes.
Examination	The present examination system is gradually shifting to e-governance. The College has its own system of software for tabulation and mark sheet and certificate publication. The website works as interface between the students and the examination. The examination is being done in physical mode. The registration for examinations and fees payment are done in offline mode. Complete automation of the examination system is also in pipeline.

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
Nill	Nil	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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 staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

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
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, Gratuity, unutilised leave, maternity and paternity leave, study leave, Casual leave, govt. loans	GIS, Gratuity, unlisted leave, maternity and paternity leave, study leave, Casual leave, govt. leave	Various types of scholarships, hostel accommodation, relief from fines etc.

6.4 – Financial Management and Resource Mobilization

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

Institution has fund allocation under various heads like salary of the various staffs, students' scholarship/stipend, library books, contingencies for developmental work etc, by state govt. and UGC. Fees are collected from the students under different heads. The utilization of the funds are done according to the guidelines of the government and UGC. Internal and external audit, financial audits are conducted regularly to verify the proper utilization of various funds.

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
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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	No	NIL	Yes	Adcademic Bursars
Administrative	No	NIL	No	NIL

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

1. Regular attendance of their boys and girls 2. Exchange of ideas about their expectation of their boys and girls 3. Responsive to calls of the Head of the

Institute

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

NIL

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

1.Improvement in assessment of students through better question setting involving a combination of subjective and objective questions. 2. Updating of syllabi through regular revisions. 3. Involvement of alumni in the policy making of IQAC . 4. Maintaining better physical and academic ambience.

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
2017	Interdisciplinary Seminar(Zoology)	25/10/2017	25/10/2017	25/10/2017	32
2017	UGC Seminar in Science	27/03/2017	27/03/2017	27/03/2017	200
2017	Orientation on Extension Service for Students	12/09/2017	12/09/2017	13/09/2019	500
2017	Beautification of campus	07/11/2017	07/11/2017	09/11/2017	100
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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
NIL	Nill	Nill	0	0

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

Rain water harvesting pit. Plantation in the abotorium.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

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
2017	4	4	Nil	Nil	IGNOU NCC NSS YRC	Nil	304
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Calander	01/01/2017	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
No file uploaded.			

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

1. Bana Mahotsav (plantation programme) in college campus. 2. Swachha Bharat Abhiyan - Campus cleaning and rally on cleanliness. 3. Go Green rally to adopt eco-friendly behaviour like reduce, reuse, recycle. 4. Awareness and practices of use dustbin among students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

OBJECTIVES: ? To spread awareness on the importance of plantation and conservation. ? To make the environment pollution free. ? To mitigate environmental degradation ? To develop the sense of working together in a team among students. ? Save plants : save life and environment. **CONTEXT:** Today there is great need for conservation of biodiversity the lack of which causes several problems. Human beings are consuming natural resources at a much quicker pace than they can be replenished. Pollution is becoming very serious day by day due to deforestation and urbanization. It is necessary to look forward to make efficient use of available water and other resources. A clean and healthy environment adds to effective learning and provides a conducive learning environment. Hence it is decided to educate and make aware students on the issues such as renewable energy sources, waste management and recycling. It is also decided to work in the areas of plantations, water conservation and cleanliness. The stakeholders work to develop an eco-friendly, sustainable campus and to disseminate the concept of eco-friendly culture. Theory sometimes

remains incomplete unless it is brought into practice. It is decided to inculcate the spirit of loving nature, commence awareness programme on plantation and biodiversity, take up project work on related themes and organise plantation programme by mobilising available local resources. Since most native plant species are under threat due to over exploitation, students should understand biodiversity and its conservation. The Practice: Bana mahatsav- mega plantation programme was organised and assisted by District Forest Department by supplying the sapling for plantation. District Forest officer, and other organisation, NGOs graced the occasion in the mega plantation programme. Students, NSS Volunteers, NCC Cadets, YRC Volunteers, Staff of the college and other volunteers actively participated in the plantation programme by planting and maintaining the plants on regular basis. Awareness has been created among the students regarding importance and conservation of plants and biodiversity by developing eco-friendly practices and sustainable campus. Value addition: ? Awareness has been created among the youth regarding importance and conservation of native biodiversity ? To develop a Eco- Campus institution ? To enhance social motivation and social awareness ? To sensitize, encourage and engage students, staff, all stake holders of the college for increasing green coverage.

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

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

The Dharanidhar Auto. College has provided tremendous thrust and priority to its Program of Diversity Inclusion and Integration - an area distinctive to the Vision of the College. The Vision of the College is to educate, enable and empower young women, who form a significant section of the student community in the College. To acclimatize these students and bridge the knowledge and language gap, communication classes are organized by the College for them using multiple languages. The College emphasizes the need to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. The Mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to build a life of the mind and sensitize and orient its students to the service of the community, in the quest for a better life for society and the world that we inhabit. Again, the college visualizes with a view to translating the vision into reality. The college is committed to identify, encourage and good practices leading to holistic development of students through a conducive environment for active learning. It is aimed to provide the future citizens • Academic excellence • Sense of economic and social independence • Self confidence • Social awareness • Service to the community • Mentally strong

Provide the weblink of the institution

<http://www.ddcollege.nic.in/?q=node/238>

8.Future Plans of Actions for Next Academic Year

i. Digitisation of library will done shortly. ii. A full-fledged Auditorium will be set up for Audio visual need of students and staff. iii. Renovation of classrooms, laboratory will be taken up. iv. This year college included under RUSA scheme. Therefore as such as all infrastructure developed work will taken up on war-footing basis.

