



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA, NAYAGARH
Name of the head of the Institution	Mrs Rajashree Mohapatra
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06753296006
Mobile no.	9937716105
Registered Email	nayagarhnpmm81@gmail.com
Alternate Email	nayagarhnpmm@gmail.com
Address	At/Po- Nayagarh
City/Town	Nayagarh
State/UT	Orissa
Pincode	752069

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr . Krupasindhu Karan.
Phone no/Alternate Phone no.	06753296006
Mobile no.	9938938278
Registered Email	nayagarhnpmm81@gmail.com
Alternate Email	nayagarhnpmm@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.npmmnayagarh.org/upload/aqar%202018-19%20%20npmm.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.npmmnayagarh.org/upload/academic%20Calender%202019-20%20(1)-converted.pdf

5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.20	2016	16-Dec-2016	16-Dec-2021

6. Date of Establishment of IQAC	18-Jul-2011
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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

Organisation of Self-Defence Programme.	06-Nov-2019 14	360
Constitution of Feedback Analysis Team.	10-Jul-2019 1	5
Career Counselling Programme	29-Feb-2020 1	89
Health Awareness Programme on	22-Sep-2019 1	92
Introduction of Tailoring under Certificate Course.	17-Jul-2019 45	12
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8. Provide the list of funds 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
Institute	Composite Annual School grant to Secondary Higher Secondary School	State Govt	2020 365	75000
Institution	Sports Grant to SEcondary and Higher Srcondary School	State Govt.	2020 365	25000
Institution	Improvement of Laboratories with Practical Subject in Science and Humanities for Non-Govt. Aided College	State Govt	2020 365	421400
Institution	Infrastructure Development Assistance for NonGovt. Aided College	State Govt.	2020 365	1000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

4

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)

Significant contributions made by IQAC during the current year (maximum five bullets) For Students : Swagatika, Observation of Different days, Self defence training, New certificate course, Training programme of Acrylic Painting, Health Awareness programme, Career counselling programme, Environment Conscious programme, Question bank For Faculty and Staff :Foundation day,Interdisciplinary seminar,Seminar on IPR For Institution: Renovation work in departments, NSS camp at Rathyatra, Health awareness programme on menopause in nearby village, Extension activities at an orphanage. For NAAC accreditation: IQAC meetings, constitution of Result Analysis Team, Constitution of Feedback Analysis Team, Constitution of Value Education cell,Alumni meet, ParentTeacher Meet,Academic Audit Administrative Audit.MoU with nearby colleges.

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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	Achivements/Outcomes
To observe all important National days .	i) Foundation day was celebrated 02.07.2019 ii) 75th Independence Day was celebrated on 15.08.2019. A civilian troop ; participated in the District level Parade. iii) Red Ribbon Club (RRC) Unit observed "Rakshabandhan" on 14.08.2019 in the campus . The volunteers tied Rakhi (It is a red ribbon in the form of AIDS Virus) on wrists of each student and employee of the college to spread the awareness of HIV/AIDS. iv)Guru Diwas was celebrated in all departments on 05.09.2019. v) Vigilance Awareness week is observed from 28.10.2019-02.11.2019. vi) Department of Political Science observed the Constitution Day on 26.11.2019. All Hons. students participated in the programme and about 53 students presented their papers. vii) Youth Red Cross and Red Ribbon Club observed the World AIDS day on

	<p>01.12.2019. YRC counsellor with volunteers participated in the rally organised by the DHH, Nayagarh in the morning followed by a meeting in which both counsellor and student delivered speech on HIV/AIDS. viii) On the occasion of Road Safety Week (Jan 11-Jan 17),YRC conducted the observance. Debate ,Slogan& Painting competitions were held. Around 87 students were participated .</p> <p>ix)National Youth Day was celebrated on 12.01.2020 in collaboration with NSS & YRC. A seminar on "Philosophy of Vivekananda"was held.120 participants were present. competitions x) National Girl Child Day was celebrated on 24.01.20 on the theme - " My voice ,Our Common Future". A seminar was conducted .All faculties shared their views on this issue. Monoact- "Nirvaya" - was conducted. Students participated in the programme. x) National Voter's day was celebrated on 25.01.20 in collabaoration with YRC and NSS, Principal administered the pledge to the students ,teachers.125 participants were present in the observance. xi) 70th Republic Day was celebrated on 26.01.2020. A civilian troop participated in the District level Parade. xi) Biswa Matrubhasa Divas was celebrated on 21.02.2021 in collaboration with Department of Odia on the theme-"Evolution of Odia literature". Odia Essay, Odia Debate & Recitation of poem on this theme were conducted. x) YRC , NSS observed International Women's Day 2020 on 08.03.2020. Seminar on the theme-"Women in leadership: Achieving an equal future in a COVID-19 World." was conducted,YRC Counsellor ,NSS P.O shared their views, Other faculties also presented their papers.</p>
<p>To organise a training programme on Acrylic painting.</p>	<p>A two days training programme was conducted by the department of Home Science on 17.10.2019 and 18.10.2019.Around 35 students were trained.</p>
<p>To encourage teachers to attend the Seminars, Workshops, Capacity Building Programmes.</p>	<p>i)Two teachers attended state level and National level Seminars as participants as well as Resource persons. ii)Principal Along with a senior faculty member attended Capacity building Programme at KIIT,Deemed to be University.</p>

To plan all academic activities all through the year which includes Time Table, Lesson plan Progress register ,Teacher 's Diary, Departmental Progress Register, Department annual report.	i)Time Table was published before the commencement of the session and distributed to all the departments. ii) The Plan Progress Register was maintained properly by all the departments verified by the H.O.D followed by the Principal at the end of the each month. iii)All faculty members maintain their Teacher's Diary regularly and sincerely. iv) Departmental Progress Register was maintained regularly and verified by the Principal. v) Every department submitted their Annual report in the month of February.
. To conduct Internal Academic Audit.	Internal Academic Audit committee was formed with four members with Principal as chairperson.
To organise self -defence training programme.	A self defence training programme was conducted from 06.11.19 - 19.11.2019 in which 360 students has been trained in 12 groups in 3 shifts.
To plan for the conduction of External academic Audit ,External Administrative Audit and Green Audit	The guidelines for the External academic audit, External Administrative Audit and Green Audit were prepared under the supervision of ChairpersoncumPrincipal of IQAC. The internal academic audit was conducted by the principal from 03.03.20 to 05.03.20 and the external academic audit was conducted on 06.03.20 by the eminent academician of KIIT, Deem University, BBSR. The green audit was conducted on 15.11.2019.
To constitute a feedback committee to analyse the feedback reports obtained from all stakeholders.	A feedback committee was formed on 10.07.19,It has 4 members with IQAC Co-ordinator as head. Feedback forms set up by the team are distributed to all departments and requested to furnish it by the end of the November.
To introduce "Tailoring" as the new certificate course to enhance the Skill of employability among students.	A Board of studies was formed with 5 members. Syllabus was designed, MOU was signed with M/S KAMALINI EMBROIDERY,APPIQUE& DRESS MAKING UNIT,Nayagarh on 17.07.2019. Classes commenced from 08.08.2019 with 12 students.
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	05-Dec-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	26-May-2020
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)	<p>Management Information System. Management information system is operative in college. The MIS pervades the following areas of institutional activities: 1. The college has a LAN through which teachers and supporting staff can access the current data base for students, their academic performance and also other academic query. 2. College provides important notification through WhatsApp gateway, Phone calls and college website, Notice board. 3. The admission process of the college is done through online mode at SAMS(Students Academic Management System) center. 4. Students' achievements related records are maintained manually and digitally. 5. College provides examination related information through Notice Board, website and through WhatsApp group. 6. A WhatsApp Group is formed for the faculty members for exchange of information quickly and efficiently. 7. The transaction of government employees, maintenance of Service records, Leave account, Loan account are carried out online through HRMS (Human Resources Management system). 8. All financial issues, Salary and arrear bills are prepared through IFMS (Integrated Financial Management System). 9. PIMS (Personal Information Management System) is linked with DHE website. 10. The Biometric attendance system is employed in the college for</p>

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

The Institution ensures effective curriculum delivery through a well planned and documented process. The college is affiliated to Rama Devi Women's University, Bhubaneswar, Odisha, in 2015-16 and adheres to the guidelines laid down by it. The uniform choice based credit system (CBCS) of curriculum was introduced in 25.07.2019. For effective implementation of the curricular programme, a meeting is held with all HODs and members of different cells and committee under the chairmanship of the principal. All HODs are informed to carry out their academic responsibilities and also to maintain their academic records. The committee and cells are directed to carry out their responsibilities sincerely. IQAC prepares the Academic calendar for the entire academic year with its Planned meetings which are scheduled quarterly. Accordingly a plan of action takes place under the supervision of the Head of the Institution. The Model CBCS syllabus have DSC (core course), Generic Elective, AECC and DSE courses as its component subjects. Classes and periods are allotted with due weightage to the nature of the course and credit assigned to each course which is as designed by the University. The Core subjects with 6 credits are allotted 6 periods, AECC subjects with credits 4 are allotted 3 classes, Generic Elective (GE) classes with credit 6 are allotted 4 classes. Skill Enhancement Courses (SEC) with 4 credit are allotted 3 classes. Experiments, Survey, are undertaken under the practical classes of different subjects. Dissertations are also submitted by the student at the 6th semester corresponding to 6 credits. Environmental studies, Communicative English, Quantitative and logical reasoning are provided to the students as the interdisciplinary subject under AECC/SEC. The Time-table is prepared and faculty members prepare the lesson plan keeping in mind the paper wise units and semester time limits before the commencement of classes, and submit it to the Head of the Institution. To ensure successful curriculum coverage faculty members maintain and record the daily progress in the the Lesson Plan & Progress Register. The lesson plans and progress registers of all the departments are verified by the respective H.O.Ds before they are submitted to the Head of the Institution for verification every month. For effective academic delivery, the faculty members modify the class room environment in response to the needs of students by making use of computers & LCD projectors. The quality of learning is enhanced by ensuing students to participate in departmental seminars, preparing dissertations, projects, assignments, quizzes, group discussions, survey, monthly tests, oral discussions after each class, Psychological tests. The Mentor-mentee system and proctorial classes have been developed to facilitate hassle free academic programme and effective teaching and learning activity. The students are acquainted with the pattern of the examination & are given useful tips for better result. A new certificate course 'Tailoring' is introduced with a view to create opportunities for self employment. Thus teaching-learning process is planned beforehand to make it effective & student centric. The institution receives regular updates of circular through letters and e-mail, from the University regarding changes or modification in the curriculum. The syllabus and the pattern of Examination which had been previously followed underwent a great change in the academic session 2019-20. The Institution also implemented the unitary syllabus at the UG level for the college all coming under the CBCS Syllabus.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Yoga	NIL	02/07/2018	21	Focus on employability	Skill Development
Computer Education	NIL	02/07/2018	90	Focus on employability	Skill development
Photoshop HTML Internet, Web designing	NIL	02/07/2018	180	Focus on employability	Skill development
NIL	Diploma in computer application (DCA)	02/07/2018	180	Focus on employabilit	DEvelopment
Tailoring	NIL	17/07/2019	45	Focus on employabilit	Skill DEvelopment

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Odia	26/07/2010
BA	Political science	17/12/1997
BA	Psychology	16/11/2016
BA	Sanskrit	17/12/1997
BA	Economics	26/07/2010
BA	Education	17/12/1997
BA	English	26/07/2010
BA	History	17/12/1997
BA	Home Science	16/11/2016
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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
BA	Economics, Education, English, History, Home Science, Odia, Political Science, Psychology, Sanskrit	04/11/2016

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

	Certificate	Diploma Course
Number of Students	142	70

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
Self Defence Programme	06/11/2019	360
2. Tailoring	17/07/2019	12
3. Computer Education	02/07/2019	75
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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
BA	Honours	134
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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
<p>The Institution had developed feedback format for parents, students, teachers, Alumni employers. The feedback system has been evolved to collect opinions, suggestions and ideas for the quality development of the institution. The IQAC designs the formats through a structured questionnaire, provides all the feedback formats to all the departments in the month of october and collectes in January. The stakeholders are advised to record their responses freely and honestly without fear and prejudices. The feedback forms covers queries on the quality of teaching-learning, evaluation, ICT tools, infrastructure, support services, governance ,leadership, co-curricular activities, sports, and the academic ambience. The questionnaires were designed with a five point rating scales viz. (1) Below Average (2)Average (3) Good (4) Very Good (5)Excellent for Alumni and Parent (1) Poor (2)Fair (3)Good (4)Great (5) Excellent for both Student and Teacher feedback form. The analysis of the feedback forms were collected by IQAC ,responses were analysed by the Feedback Analysis Team to make an assessment of the quality maintained in the institutional functioning and activities. On the basis of feedback received from the five stakeholders, necessary steps had been undertaken for the development of those areas. Analysis of students' feedback on curriculum (academic session 2019-20) :- The feedback was invited from students for the model syllabus on Choice Based Credit System which was implemented from the academic session 2019-20 throughout the state of Odisha with a little modification of CBCS syllabus of UGC by the State Higher education council, Govt. of Odisha. It was observed that maximum number of students have exercised their satisfaction and positive views on the Model CBCS syllabus. Students had also higher degree of satisfaction on quality of classroom teaching , examination evaluation, on departmental activities, interaction with teachers inside and outside the class ,guidance, counselling , departmental seminar library, mentorship classes, Proctorial classes. They had an average satisfaction for Library, canteen facilities, security arrangement. Students</p>

have low degree of satisfaction on internet facilities in the institution. Likewise parents have low degree of satisfaction on internet, canteen facilities, toilets, water facilities, Sport activities. But they have appreciated the teaching learning process and satisfied with the academic and extracurricular activities (particularly YRC NSS activities), cultural activities, career counselling ,involvement of faculties with their wards in every aspects of issues. On the basis of all the feedback, IQAC prepared a comprehensive report which was placed in the meeting of IQAC. This helped in policy making decisions and quality enhancement initiatives.

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
BA	Economics	32	149	26
BA	Education	32	316	31
BA	English	16	40	6
BA	History	32	148	30
BA	Home Science	20	112	20
BA	Political Science	32	301	32
BA	Psychology	20	125	20
BA	Sanskrit	32	202	30
BA	Odia	32	351	32
BA	General	8	26	3

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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
2019	701	0	29	0	0

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
29	29	54	6	1	4

[View File of ICT Tools and resources](#)

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

Mentoring system is an important part of induction. After the admission process, under the chairmanship of the principal of the institution the mentor-mentee groups are formed. All the faculties are involved in the process of mentoring. Every mentor is allotted with the students of a particular year. Every mentor prepares a list of students allotted to him or her with details of name, class, roll number, contact number, email id and parents details. The mentor has the responsibility to take care of all the mentees such as to provide academic support, financial support, skill enhanced training, personal counselling, health and to support them for any kind of difficulty they face. The mentor also works for finding out the hidden talent of the students in various aspects of academic, co-curricular and extra-curricular so that they can be promoted to do various activities in the concerned areas for their holistic development. The mentors also contact the parents and meet them in parent-teacher meeting to discuss about their progress. Moreover, the mentoring system has been useful in identifying slow and advanced learners through a careful examination of each mentor. The mentoring system of our institution aims at the academic development under the following heads. 1) Academic support 2) Communication problem 3) Financial problem 4) Health problem Academic supports are programs and strategies that are used by the institution to increase the academic achievements of the students. The programs provide motivation, personal attention, direct instruction, and error correction to increase students' academic skills. This may include providing text books and reference materials, access to resources and tutorial services. The poor students are financed by the faculty members of this institution during the time of admission and form fill up. The poor and needy students are provided with text books and notebooks. In addition to this, some students are assured of being provided of financial assistance while taking coaching outside of the campus and preparing for competitive examinations. Effective communication is essential for building a strong mentoring relationship. Most of the students lack communication skill. They are scared of speaking English and interacting with others. Mentors teaches them how to communicate their ideas and problems. The students who lack communication skill are sent to the faculties of English department. By doing so the communication problems of the students is somehow solved by the English department. Students are often in risk. Mental health problems can affect many areas students life, reducing their quality of life, academic achievement, physical health and satisfaction with the college experience. The students found with mental disorder are sent to the personal counselling centre (Psychology department). The personal counselling centre takes care of health and well being of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
701	29	1 : 24

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
29	29	1	1	4

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. Krupasindhu Karan	IQAC / CIQA coordinator	• Resource Person in Nuagoan 3 Degree College, Nayagarh
2019	Mrs .Krishna Kumari Dash	Lecturer	• Session Chairperson during 22nd National Seminar in Srusti Academy Of Management. • Session Chairperson during 2nd

			International Conference in Srusti Academy of Management
2019	Mrs .Krishna Kumari Dash	Lecturer	• Certificate of appreciation by Srusti Academy of Management
2019	Dr. Krupasindhu Karan	Lecturer	• Resource Person in Pindikesh Anchalika Degree College ,Nayagarh
2019	Dr. B.P. Mishra	Lecturer	Resource Person • Pradesika Biduyut Parisada, Seminar • Vivekananda Kendra, Cuttack • Participated in different Television programme like Sidhartha Bhakti, Parthana Channel
2019	Dr. Krupasindhu Karan	IQAC / CIQA coordinator	• Subject Expert In Sarankul College, Nayagarh
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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
BA	3 Arts	6th	24/09/2020	30/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is affiliated to Rama Devi Women's University, Bhubaneswar and follows the examination pattern of the university. IQAC plans the CIE system at the beginning of the session under supervision of the Head of the Institution .

This year reformation took place through different evaluation process. Each department is directed to evaluate each student through i. Seminar presentation

- Four seminars are organised by each department every year. The Honours students are divided into 4 groups. They present their papers and also encouraged by the faculty to interact with the audience. ii. Class presentation :- Questions are given to the students during the class surprisingly. iii. Group discussion:- A topic is given and the students are allowed to discuss it in groups . The teacher observes how they are participating in the discussion. iv. Monthly tests- A monthly test is conducted after completion of every unit. v. Two Assignments for every semester vi. Oral discussions -Faculties insist the students to clear their doubts through oral discussions. The CIE system is performed by every department carefully and sincerely. It is observed that this

system had become effective and helped the students to enhance their academic development. The institution has implemented various reforms in Internal Evaluation System. At the beginning of each semester, the students are instructed about the syllabus and evaluation process. The formative approach to evaluate students' achievements includes various academic activities like seminar presentations, class presentations, Group discussion, Monthly test, assignments, Oral discussion and project submission. The student's knowledge of the subject is evaluated on the basis of their presentation skill and communication skill. The students are asked to submit home assignments within proper time schedule. Group discussions are arranged by the faculties in the class room. Oral discussions are made in the class room. Monthly tests are conducted which includes subjective and objective type questions. The examination committee plans and implements internal assessment process to evaluate the students' performance prior to their semester exam. Internal Exam schedule is coordinated with the academic calendar. Whenever there is a change in the evaluation method as per the direction of the university, it is communicated to the faculties by circulating a copy of the university direction. The utmost care is taken for the maximum attendance of the students and to increase their performance. The results of the internal exam are published as early as possible. The concerned subject teachers discuss the results of the internal exam with the students. The students are apprised of their strength and weakness. They are supported by the faculties for further improvement. The results are analysed to identify slow and advanced learners.

The IQAC monitors the evaluation process in its meetings and provide suggestions for improvement for the performance of the students. Continuous Internal Evaluation (CIE) system is an integral part of the teaching learning process. The students have been encouraged continuously to study sincerely for the improvement of their performance in our institution. The institution has an exam committee to carry out the effective implementation of internal assessment and the semester exams. The exam committee has framed guidelines for conducting the Continuous Internal Evaluation (CIE) system in line with the calendar of the affiliated university and the institutions.

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

The institution has prepared its non-negotiable academic calendar as per the guidelines provided Common Minimum Standard published by Department of Higher Education ,Govt.Of Odisha and the affiliating university for implementation of curricular , extra-curricular and co-curricular activities. As per university rules and regulation, academic activities run in the college throughout the year. At the beginning of the session the IQAC prepares the academic calendar to organise the curricular and extra-curricular activities in the institution .In academic calendar the institution adheres to available working days, holidays, National public holidays, admission schedule. Tentative university examination dates of semesters, internal assessment work, seminar activities ,project assignment, monthly test, practical assignment, , Observance weeks like Banomohotsav, Vigilance week, Road safety week and important days and, awareness programmes are successfully carried on by the institution. As per the academic calendar the institution follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. Extracurricular activities like participation in sports, participation in youth festival, participation in inter college competitions organised by the university are reflected in the academic calendar .

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)

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
3 Arts	BA	Economics	20	17	85
3 Arts	BA	Education	29	27	93
3 Arts	BA	English	6	6	100
3 Arts	BA	History	23	19	83
3 Arts	BA	Home Science	14	14	100
3 Arts	BA	Odia	29	25	86
3 Arts	BA	Political Science	27	26	96
3 Arts	BA	Psychology	16	11	68
3 Arts	BA	Sanskrit	26	25	96
+3 Arts	BA	Pass	0	0	0
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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)

<https://www.npmnayagarh.org/upload/Student%20satisfaction%20survey%202019-20.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
Nil	00	nil	0	0
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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
Seminar on Intellectual Property Rights.	IQAC	22/11/2019

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
Dance 1st Position	Students Name: 1. Rajalaxmi Panda	District Administration District Sports	20/11/2019	District level

	2. Namita Swain 3. Pinky Nayak 4. Suchismita Sahoo 5. Sujata Mallik 6. Laxmi Pradhan 7. Subhaswapna Moharana	office, Nayagarh		
Song 1st Position	Students Name: 1. Bhagyalata Sahoo 2. Sanjukta Mohanty 3. Priyadarshini Parida 4. Laxmipriya Dwari 5. Lalita Pradhan 6. Laxmi Nayak 7. Priyadarsini Parida	District Administration District Sports office, Nayagarh	20/11/2019	District level
One Act Play 1st Position	Students Name: 1. Bishnupriya Behera 2. Maheswari Sahoo 3. Priyanka Jani 4. Bharati Swain 5. Pragyan Paramita Panda 6. Puja Behera 7. Sonali Sethi 8. Arpita Mohapatra 9. Sushree Sudipta Mohapatra 10. Laxmi Pradhan	District Administration District Sports office, Nayagarh	20/11/2019	District level

No file uploaded.

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
nil	NIL	NIL	NIL	NIL	Nil

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
4	0	0

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

Name of the Department	Number of PhD's Awarded

nil	0
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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)
Nil	NIL	0	0
No file uploaded.			

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
Department of Odia Dr.Bidyut Prava Mishra	9
View File	

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
0	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

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
NIL	NIL	NIL	Nil	0	0	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	0	0
Presented papers	0	2	0	0
Resource persons	0	0	2	12
View File				

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
International Women's Day 08.03.2020	IQAC, YRC, NSS, Department of Political Science	17	250

National Girl Child Day 24.01.2020	IQAC, NSS, YRC	25	73
Swachhata Pakhwada 28.08.2019	NSS and Eco Club	3	60
Vanamahostav 09.07.2019	NSS, YRC, Eco Club	22	45
NSS Camp at Rathayatra 04.07.2019	NSS Wing	2	15
NSS Day on 24.09.2019	NSS Wing	5	35
World AIDS Day 01.12.2019	Youth Red Cross, Red Ribbon Club	10	72
National Youth Day 12.01.2020	NSS, YRC	12	65
National Voters Day 25.01.2020	YRC	15	87
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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
Cultural activities	Award	District Administration, District sports, Nayagarh	26
No file uploaded.			

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
YRC Programme	YRC Unit	World AIDS Day	27	85
Gender Issue	IQAC	1. Seminar on Women Empowerment	27	87
Gender Issue	IQAC	2. Observance of International Women's Day	28	84
Gender Issue	IQAC	3. Observance of National Girls Child Day	25	73
N.S.S Programme	N.S.S Unit of N.P.M.M	Vana Mahotshava	7	30

N.S.S Programme	N.S.S Unit of N.P.M.M	Swachhata Pakhwara	5	25
N.S.S Programme	N.S.S Unit of N.P.M.M	Self-Defence Training Programme	4	360
N.S.S Programme	N.S.S Unit of N.P.M.M	Participated as Volunteers in the Ratha Yatra	2	15
No file uploaded.				

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
Teacher Faculty Exchange	60	NIL	4
No file uploaded.			

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
Vocational Training Programme	Manufacturing and Packing of Mineral Water pouch	Lifeline Enterprises, Nayagarh	02/03/2020	09/03/2020	22
No file uploaded.					

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
1. Sarankul College, Sarankul	03/01/2019	Academic Development	60
2. M/S Kamalini Embroidery, APPLIQUE DRESS Making Unit, Nayagarh	17/07/2019	Skill Development Employment	20
3. Patanjali Prakalpa, Nayagarh	02/07/2018	Skill Development Employment	55
4. Sikshya Computer Education, Nayagarh	02/07/2018	Skill Development Employment	75
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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
400000	378565

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
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

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
NIL	Partially	0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5420	511311	0	0	5420	511311
Reference Books	9912	1023444	0	0	9912	1023444
Journals	12	15560	0	0	12	15560
Others (specify)	1598	227012	0	0	1598	227012
No file uploaded.						

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
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	2	12	1	2	4	5	300	0
Added	0	0	0	0	0	0	0	0	0
Total	54	2	12	1	2	4	5	300	0

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

300 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	0

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
2000000	1899773	1500000	1422874

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)

Foremost priority has been given to the proper maintenance of the college infrastructure like laboratories, library, computers and classrooms. The college plans a tentative budget plan for the session. With its assistance annual plan funds, the institute follows proper procedure and policies for maintaining and utilizing the academic, physical, Support facilities like Library, laboratories, classrooms, etc. The laboratories are revamped with sufficient stock of equipments. The maintenance of Infrastructure, library, sports facilities are properly done in regular basis.. Repairing and renovation work have been done annually to ensure safe and student friendly lab sessions. Service of trained laboratory staff also is ensured for the conduct of lab classes. Library with a collection of 10993 books, journals, newspapers and story books is the biggest resource to the academic community in the campus. Apart from this facility, many of the departments have Seminar libraries maintaining subject specific books in sufficient numbers for the benefit of teachers and students of respective departments. This helps the students to have better access to the books and journals as reference materials related to the syllabi and curricula. Making use of the plan funds allotted by the college Annual budget plan, a good number of books are purchased every year after considering suggestions and requirements from the students and teachers. A good number of staff is employed to ensure the smooth and student friendly functioning of libraries. Importance is given to the sports amenities in the campus. College has a playground of area nearly 9000sqft. for carrying out Annual athletic meet in which events like Long Jump, Shotput, Javelline throw ,Discuss throw,100m race,400m race,800 race, slow cycle race are conducted. The playground is also maintained from time to time by hiring some labourers for the purpose of uprooting the unwanted weeds and cleaning the grass. Facility

for practicing badminton also is here in the campus. Students spend their leisure time by playing indoor games like Carroms, Chess, Ludo etc. are also.

The purchase of new sports materials and for the maintenance of existing facilities are done with college fund. Nearly 54 computers are there in the campus for the use of students and teachers. Regular service and maintenance of the computers are done with the use of plan funds. Only those systems which are thoroughly unusable are dumped or put forward for writing off as E-waste. UPS and other supporting facilities required for the functioning of computers are maintained with the help of supporting funds. Separate classrooms are allotted for each batch of students. Rooms are allotted as per the strength of each class. Each Honours subject has separate class room with a computer, projector (Five departments) and internet facilities. It is ensured that classrooms have sufficient furniture to accommodate the students comfortably. Blackboards are there in all class rooms. Departmental notice boards are also there to communicate students regarding department related information like seminars, welcome farewell meetings, date of assignments etc.

[https://www.npmmnayagarh.org/upload/Maintenance\(3\).pdf](https://www.npmmnayagarh.org/upload/Maintenance(3).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
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	.Post Matric Scholarship,Prerena	120	243120
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 implemetation	Number of students enrolled	Agencies involved
Computer Certificate Course	02/07/2019	75	Sikhya Computer Edducation, Nayagarh
Meditation, Yoga	02/07/2019	55	Patanjali Yoga Prakalpa, Nayagarh
Tailoring	17/07/2019	12	M/S KAMALINI EMBROIDERY, APPIQUE DRESS MAKING UNIT, Nayagarh
Personal Counselling centre	10/07/2019	60	Department of Psychology ,NPMM
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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	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	career Counselling	140	10	25	42
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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
12	12	15

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	03	140	42
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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	21	3 Degree Arts	Education Archana Rani Prusty	OSOU, Nayagarh Centre	PG
2019	21	+3 Degree Arts	Gitanjali Sahoo	OSOU, Nayagarh Centre	PG
View File					

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
Nil	0
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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
Sports Activity	college	241
Cultural Activity	college	245
View File		

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
2019	1. 1st position in State Youth Festival in One Act Play	National	Nil	1	NIL	Bishnupriya Behera Maheswari Sahoo Priyanka Jani Bharati Swain Pragyna Paramita Panda
2019	1st position in Dance in State Youth Festival	International	Nil	1	NIL	Rajalaxmi Panda Namita Swain Pinky Nayak Suchismita sahoo Sujata Mallik Laxmi Pradhan
2019	3. 1st position in Song in State Youth Festival	National	Nil	1	NIL	Bhagyalata Sahoo Sanjuta Mohanty Pr iyadarsini Parida Laxmipriya Dwari Lalita Pradhan Laxmi Nayak
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The IQAC is the nucleus for quality improvement of the institution. There is provision of students' representative in the formation of composition of IQAC. The sole purpose is to involve students in academic and administrative activities of the institution because the institution is established for the development of various skills, responsibilities, abilities and activities. ? Academic :- There are nine subjects offered under U.G. programme in Arts. There is a seminar secretary in each department for carrying out academic activities of the department. The seminar secretary is selected by the students from final year, and students' representatives from second year and first year students. The responsibility of seminar secretary and two seminar representatives is to organise seminars and carrying out project works in case of practical subjects like Education, Home Science and Psychology. The students participate in

academic works like arranging study tours to various historical and academic destinations. They are also interested to participate in cultural and eco-friendly environment. The students have prepared seminar papers in consultation with the faculty members of the concerned Deptts.. The faculty members have taken all sorts of measures to orient students how to prepare seminar papers and projects etc. ? Administration :- The students of this institution participate in the election process. The office bearers are elected directly by the students as per the notification of Government of Odisha. The various posts of office bearers are : Student's Cultural Society (i) President, (ii) Vice-President, (iii) General Secretary, (iv) Assistant General Secretary. (v)Secretary, Day Scholar Association. Dramatic Society : (i) Dramatic Secretary, (ii) Assistant Dramatic Secretary Athletic Society :i.)Athletic Secretary(ii) Assistant Athletic Secretary Youth Red Cross: The institution has an active YRC unit ,organises various awareness programmes.. The working committee of the unit which is a policy making body of YRC has two volunteers as its members. They have active role in the decision of the programmes that organised by YRC in the campus and outside. National Service Scheme NSS wing of the college organises different types of programmes related to health, environment, social services. This is also very active unit . There is a provision of student member in the working committee of NSS.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

254

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

This year Alumni meet was held at 12.30 P.M on 02.02.2020 in the conference hall with the principal Mrs. Rajashree Mohapatra as the chair person. At the beginning the chairperson delivered her warm welcome address to the audience. The IQAC NAAC co-ordinator Dr. Krupasindhu Karan read out the proceedings of previous alumni meet and also mention about the objective of the meeting. Faculties also expressed their experiences. Alumni Priyambada Moha-patra , Jayashree Devi , Sanjubala Pradhan, Sanghamitra Mishra shared their sweet memories. They also extended their helping hands for the development of the institution. The youngsters of the alumni perform a cultural programme. At the end of the meeting vote of thanks given by the administrative bursar Mrs. Krinshna Kumari Das. They also donated some books for different department.

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)

Our institution strives to ensure decentralization and Participative Management at all levels of governance. The Principal is the member secretary of the governing body and chairperson of the IQAC. She in consultation with other teachers constitutes different committees. These committees are as under : ? Budget Committee ? Purchase Committee ? Student Welfare Committee ? Student Cultural Committee ? Staff/Student Grievance Cell ? Prospectus Committee All

the above committees are formed to plan and implement different academic, administrative and student related activities. All academic and administrative policies are framed basing on the unanimous decision of the governing body, the IQAC and the teachers of the college. Every year the composition of different committees is changed to ensure the involvement of and exposure of faculties to various affairs of the college. The following are the two instances of how decentralization and participating management underlie the workings of the committees. 1. Purchase Committee: The committee is constituted of six faculty members with principal as chair person. The role of the committee is : ? To identify and monitor purchase required for all academic, administrative and amenities requirement. ? The items/materials below 10000/- is decided and approved by the authority only. ? The items/ materials above 10000/- is decided and approved by the committee first and finally approved by the President GB. ? Then Quotations/Tenders are called for the items/materials above 10000/- from different farms. ? Selection is based on lowest price. 2. Prospectus Committee:- ? The prospectus committee meeting is held once in every year. ? The function of the committee is:- I. To prepare academic calendar of the college which shows all the activities, facilities, course details and other important informations for the new entrant in the institution. II. To decide revision of fees for admission and readmission.

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
Library, ICT and Physical Infrastructure / Instrumentation	Every year Text and Reference books are purchased for Library and seminar library for every department. ii. Journals, competitive magazines and newspapers necessary for students are available. iii. Complete Accession numbering system iv. Reading room v. Fire Extinguishers CC TV surveillance Biometric attendance
Human Resource Management	Different committees have been set up to execute and monitor the development in academic, administrative and developmental activities of the college. i. The administration of the college aims to undertake activities and programmes for the enrichment of available human resources. ii. Students are motivated to enrich themselves through interactive teaching learning process.
Industry Interaction / Collaboration	Career counselling Cell invited different organizations/companies for placement of students in various sectors.
Admission of Students	Admission of the 3 Arts is carried out through e-admission process under SAMS (Students' Academic Management System) programmes as per DHE, Odisha.

	<p>? The selection is based on the students' last qualifying marks.</p>
Curriculum Development	<p>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each): Curriculum Development :- Our college is affiliated to R.D. Women's University. Academic activities in our college are conducted as per the Choice Based Credit System as planned and designed by R.D.Womens University. By generating learning resources of various kind we try to meet the teaching and learning objectives as set by the model CBCS Pattern introduced in this year. The Prospectus Committee and IQAC prepares the academic calendar of the college at the beginning of every academic session..The time table is prepared by the professor in charge of time table and distribution of classes as per the curriculum is done by the respective H.O.Ds. All these activities are supervised by Academic Bursar and the Principal respectively. The revision of fees for admission and readmission is also decided by the prospectus committee. Besides this, Certificate courses and value added courses like Yoga and photoshop Web designing are introduced to enhance the skill of the students. The Institution has signed MoU with nearby colleges for faculty student exchange.</p>
Teaching and Learning	<p>The following are the modes and methods given in order of priority that we follow for effective teaching and learning. i. Proctor class is taken for clearing the doubts. ii. Remedial classes iii. Extra class for slow learners iv. Interactive class after the end of each units. v. Paper presentation by students in seminars. vi. Power-point presentation both by staffs and students. vii. Conduction of Seminar, Webinar. viii. Group Discussion. ix. Quiz. x. Poster competition for advanced learners.</p>
Examination and Evaluation	<p>Examinations and Evaluations are conducted as per the norms of Rama Devi Women's University. (i) For each semester there is one internal assessment. The questions of the internal examinations are prepared and evaluated by the college teachers. (ii) Monthly Tests are done at the last week of every month regularly. (iii)</p>

	<p>Questions bank are prepared and distributed before semester exam. (iv) Two Assignments are given to students in each semester. (v) Class participation during classes are evaluated.</p>
Research and Development	<p>The college encourages the faculty members to attend seminars, conferences, orientation programmes, workshop at state level, national level and international level. Four faculty members have Ph.D. Degrees. Currently 3 faculty members are doing their Ph.D. works. The college provides all the facilities to the students to undertake research project work. The students submits dissertation at the end of the last semester.</p>

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

E-governance area	Details
Examination	<p>Examinations and Evaluations are done as per the guidelines stipulated by Rama Devi Women's University. i. All types of forms fill up are done through online. ii. Admit Cards Registration Nos. are available in student's login. iii. For each semester there is one internal assessment. The questions of the internal examinations are prepared and evaluated by the departmental lecturers. Monthly Tests are done at the last week of every month regularly. Results are published in online.</p>
Administration	<p>All official correspondences are done through e-mails and by hand . The institute intimates the faculties and other staffs regarding official notices either on individual whatsapp or through college whatsapp group. All activities in this regard notified in different guard files like SGF/OGF/OC/Library/ SNB/IQAC and uploaded in the institutional website.</p>
Finance and Accounts	<p>The salary of teaching and non-teaching staff, reimbursement of arrears and all financial transactions are done through e-governance on IFMS portal. Even the scholarships to the students are paid online in their respective bank accounts.</p>
Planning and Development	<p>The system of governance has been incorporated both in online and offline mode for quick and efficient functioning in various areas of the institution. Department of Higher</p>

	Education uploads all instructions on its website. Planning is the first and most important part in development activities. IQAC plans for academic, administrative every year. Various committees are formed for its implementation. They meet periodically to discuss on those aspects on web platform. The planned activity and its implementation progress available on institutional website.
Student Admission and Support	SAMS developed by Government of Odisha conducts admission of students to colleges on the basis of merit. Selection procedure is based on due consideration of caste (SC,ST), weightage of Rover/Ranger/NSS in aided colleges. Form fill-up, examination forms for disbursement of various scholarships, declaration of results are all done through online mode. Intimation regarding CCEs, examination schedule, rechecking, issues of admit card, migration certificate are received through online. Monetary relaxation is given for economically weaker section students. .

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
2019	Dr.Krupasindhu Karan	Nil	NIL	0
2019	Dr. Bidyutprava Mishra	Nil	NIL	0
2019	Mrs. Sabitabala Swain	Nil	NIL	0
2019	Mrs. Soma Kalia	Nil	NIL	0
Nil	Mrs. Krishna Kumari Dash	Nil	NIL	0
No file uploaded.				

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	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Seminar on Intellectual Property Rights	NIL	22/11/2019	Nil	25	5
2019	Programme on Mannersism	NIL	22/11/2019	Nil	28	8
2019	Computer Training programme	NIL	10/07/2019	Nil	27	30
2019	SAMS Training	NIL	17/11/2019	Nil	10	10
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
FDP on effective stress management for maximising human productivity	1	09/06/2020	13/06/2020	5
Induction programme "VGC" Human resource development centre	1	06/01/2020	19/01/2020	14
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	29	36	36

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. GPF/EPF 2. Maternity benefits 3. Medical leave 4. GIS 5. Rehabilitation scheme 1. GPF/EPF 2. Maternity benefits 3.	1. GPF/EPF 2. Maternity benefits 3. Medical leave 4. GIS 5. Rehabilitation scheme	1. Annual Prize Distribution 2. Anti-ragging Cell 3. Career Guidance Scheme 4. Seminar 7. Poor students

Medical leave 4. GIS 5.
Rehabilitation scheme

adopted by faculty their
academic abilities such
as:- Manasi Das
Memoriaaculty
members/staff for
financial support 8.
Trophies are awarded to
the students to enhl
Trophy for best Home
Science Graduate.
Binapani Memorial Trophy
for best singer.
Dr.Nrusingha Sahoo Trophy
for best Sanskrit
Graduate. Bhaktiprava
Memorial Trophy for the
all round performance.
Literary champion. 9.
Trophy awarded for
highest mark in
department of Psychology.

6.4 – Financial Management and Resource Mobilization

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

The internal audit was conducted by the Principal and Accounts Bursar at the end of every month and every year . The external audit is carried out by a Registered Audit Firm. The external auditor audits all the transaction of receipts, payments, book purchasing bill file and all documents pertaining to accounts of the college in 2019-20. Local Fund Audit had audited foregoing transaction. The internal audit is done by Accounts Bursar under the supervision of the Principal.

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

2890500

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	KIIT to be Deemed University , BBSR	Yes	Principal IQAC
Administrative	Yes	KIIT to be Deemed University , BBSR	Yes	Principal IQAC.

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

? Parents teacher association meeting are held 3 times in this year. Feedback regarding students' performance both in academic as well as co-curricular activities are collected and they also shared their views regarding the teaching learning process and problems of their daughters. Parents also gave their negative version about the sanitation and water problem in the college campus. It has been taken into consideration and the institution tried at the level best to solve this problems. Parents also demanded for opening of 3 Science PG .

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

7. 1. SAMS training programme - for the smooth conduct of admission process .
8. 2. Computer training programme for smooth conduct of administrative works.
3. Awareness Training Programmes on spiritual and ethical values are organised.

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

? Photoshop and web designing are introduced in computer education, Yoga and Meditation was implemented in the year 2018 ? Tailoring have been introduced in the month of July 2019. Students are encouraged to participate in seminars, presentations of papers, attend workshops, watching awareness films and programmes which provoke their thought and imagination. The institution applied for opening science stream under UG course. Steps were taken to digitize the library. Internal and external academic audit was conducted.

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
2019	Introduction of Tailoring under Certificate	17/07/2019	Nil	Nil	12
2019	Health Awareness Programme	22/11/2019	22/11/2019	22/11/2019	92
2020	Hand Washing Programme by YRC	19/03/2020	Nil	Nil	320

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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	Period from	Period To	Number of Participants
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programme			Female	Male
Student Induction Programme "Swagatika"	20/08/2019	Nil	125	5
International Yoga day	21/06/2019	Nil	65	6
Health Programme-"Gynaecological Problem of teenagers"	19/09/2019	Nil	78	7
A Seminar on gender equity	12/11/2019	Nil	74	10
International Women's Day Organised by Judicial staff of Nayagarh	08/02/2019	Nil	65	5
Self-defence Training Programme	06/11/2019	09/11/2019	360	6
A Programme on Child Rights Organised by Child Protection Unit, Nayagarh	22/01/2020	Nil	78	4
Human Rights Day Organised by Pol. Sc. Deptt.	12/10/2019	Nil	71	6
National Youth Day Celebrated by NSS & YRC A seminar was conducted on "Philosophy of Vivekanada"	12/01/2020	Nil	82	7
Constitution Day Organised by Pol. Sc. Deptt.	27/11/2019	Nil	65	9
Observance of Vigilance Awareness Week	28/10/2019	02/11/2019	78	14

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

LED Lights ,CFL Bulbs

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Rest Rooms	Yes	1

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
2019	1	1	26/02/2020	1	Visited a Girl's Orphanage	Incentive given to orphan girls	45
2019	1	1	04/07/2019	1	NSS YRC Unit visited Rath Yatra of Nayagarh	To serve the devotees to maintain health, sanitation cleanliness	40
2019	1	1	14/08/2019	1	NSS YRC Unit organised Rakhya Bandhan Programme in rural area	To make aware of HIV/AIDS.	32
2019	1	1	28/02/2020	1	A Health Programme on "menopause" organised in near by village , Durgaprasad	Health Issue	15
2019	1	1	17/01/2020	1	A Mega Rally conducted on National Road Safety	To make aware about Road Safety	26

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

Title	Date of publication	Follow up(max 100 words)
Hand book of Code of Conduct	17/01/2020	Nayagarh Prajamandal Mahila Degree Mahavidyalaya was established in the year 1981 in the District of Nayagarh,Odisha,the land of Lord Jagannath. With around 800 students on its roll ,the college offers graduation in Arts streams in Economics, Education, English, History,HomeScience,Odia,PoliticalScience,Psychology and Sanskrit. Apart from academics, the college has a healthy record in sport and related activities. Literary and cultural programmes are also organized reflecting the creativity of the students. Community service and social initiatives aimed at building a healthier and happier society also feature high on college. Emphasis is also placed on over all social and moral development of the students and in this respect the college has framed a Code of Conduct which highlights the duties and responsibilities of the stakeholders viz. students, teachers, employees, Principal and parents,. This is done to ensure an overall healthy and holistic development of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on Sesquicentennial Birth anniversary of M.K Gandhi	17/01/2020	Nil	62

Biswamatribhasa Diwas	21/02/2020	Nil	77
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Ban of use of plastic Planting of trees Restriction for unnecessary use of electricity Zero waste campaign Best Scavenger Award

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices Describe at least two institutional best practices

Best Practice-1: Title : "WE HOLD THEIR HANDS UPTO THE SKY": Objectives : Women being the backbone of the society and the creator as well, they were made to know about their equal rights under the law. We tried our level best to change their concept of women being only confined to husband, home and hearth. In this context, our faculties made their presence in an orphanage named "SEVA" to provide them moral, psychological and financial support. The said initiative was made by our faculties at regular intervals. Context : Such task was taken up to make the women in the orphanage to know about their status in the society. They were made to know about their equal rights under the law in comparison to their male counterparts. About the Practice : Our faculties visited the orphanage several times. On the first occasion, efforts were made to boost their moral strength. Secondly, they were provided with materials and necessary study equipments and on the next visit they were made to know the ways and means to be self sufficient and to stand on their own legs. Problems: Financial crunch was a major obstacle for the improvement of their livelihood. Majority of them were treated as indigent by their family and the society as well. They had a crave for love and affection. We felt that every conscious citizen should portray his or her concern, love and affection for such groups of people in the society. Evidence of Success : We tried our best to spend substantial time with them in order to make them feel comfortable and encourage them to fight for their rights. At last they felt that they were not alone and there were some people who can be termed as angels who can give them any kind of support at their time of need.

Best Practice-2 : Title : "OUR JOURNEY FROM UNHYGIENE TO HYGIENE": Objectives : Our college, being a women's college, organised a health camp to make the rural women aware of their health and hygiene. Specially this programme was based on the stopping of menstrual cycle within the age group of 45-55, which is termed as menopause. Context: The context of the programme was to make a particular age group of women aware of the impending mental conditions which prevail during this period. Further, we made them aware of the bodily changes occurring during this period. About The Practice:- At the time of menopause, many females experience physical symptoms such as hot flashes, night sweats, vaginal dryness and a reduced sex drive . It can also lead to anxiety, changes in mood. These symptoms start before the menstruation ends and they can last for several years. They were told by our faculties about the measures to be adopted to face the situations like hormone therapy, stress balance and adopting themselves to the nature. Evidences of Success: The said age group of women made many queries and the faculties of our college answered the same on due reading of their mind. Further, they were advised to accept the biological change positively and assured them that we would directly remain in contact with them in case of any difficulties in this regard. Problem:- As it was a rural based programme and the rural women believed such subjects as a taboo, they did not show any interest in the discussion, so we were forced to go door to door to discuss with them.

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

7.3 Institutional Distinctiveness Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words The distinctive features of our institution is its women centeredness. It inculcates the spirit of scarifies and dedication. Our institution instills moral values among the students. The priority of our college is to educate the young girls and to shape them into different skilled, responsible, disciplined, cultured and socially conscious citizens so that they imbibe the cardinal virtues of 3F's (Faith, Fidelity and Fortitude). Moreover, our institution is committed to enhance the welfare of the girl students in all respect. Our institution is affiliated to Rama Devi Women's University which has assisted thousands of girl students to attain their degrees. Our enrichment programmes and courses along with the certificate courses, career oriented programmes which aims at enhancing the student's competence and to facilitate them to choose different trades. Along with academic activities the institution also organizes several gender sensitization programmes in order to make our students aware of the issues of gender repression and disparity. Our college also conducts informative health awareness programmes Women related issues by YRC and NSS unit in collaboration with various organizations. Further we organize lectures on Health and Hygiene, Gender issue, Moral values and Ethics. The college has an anti-ragging cell and internal complaint committee. At the time of admission, undertakings from each student are collected to make the campus ragging free, We have conducted certificated courses to make the students self sufficient. Self defence training which have made our students to fight against all social evils. Our entire campus is under CCTV coverage in order to instill a sense of safety and security among the girl students. Our students are Participating in different cultural activities on and off campus. This year students participated in the district level Youth Festival, Nayagarh Mahotstav,cultural programmes in the annual function and Annual Atheletic function, Also displayed an one act play on child marriage organized by district administration. The institution measures the success of its performance not only by the number of students graduated but also educates them to adopt themselves in every sphere of life. They are also made aware of their contribution to the society.

Provide the weblink of the institution

<https://www.npmmnayagarh.org/upload/Distictveness%202019-20.pdf>

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year (500 words) ? Enhancing quality of teaching-learning and evaluation. Importance will give to ICT classes. ? To introduce new certificate course viz., food processing. ? Implementation of more awareness programmes. ? Emphasis given to co-curricular activities. ? AQAR preparation for the year, 2020-21. ? Parents-Teacher And Alumni meeting. ? To promote the participation of students and faculties in extension activities and outreach programmes organised by NSS and YRC. ? Upgradation/Automation of library with more number of journals, reference book, text book. ? To provide relevant information to stakeholders through college website. ? To organise seminar on environmental cleanliness. ? To apply for opening PG 3 Science stream. ? To conduct internal external academic and Administrative audit.

