ANNUAL QUALITY ASSURANCE REPORT (AQAR)
(2017-2018)

INTERNAL QUALITY ASSURANCE CELL

LAXMINARAYAN COLLEGE

JHARSUGUDA

ODISHA

PIN – 768202

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A
AQAR for the year: 2017-18

1. Details of the Institution

1.1 Name of the Institution

LAXMINARAYAN COLLEGE

1.2 Address Line 1

KALIMANDIR ROAD, JHAR5SUGUDA

City/Town

JHARSUGUDA

State

ODISHA

Pin Code

768202

Institution e-mail address

lncollege.jsg@gmail.com

Contact Nos.

9437083161

Name of the Head of the Institution:

PROF (DR.) CHIRABRATA DUTTA

Tel. No. with STD Code:

06645-270044, 06645-273025

Mobile:

9437083161 (PRINCIPAL)

Name of the IQAC Co-ordinator:

MR. BHARAT BHABESH PATI

Mobile:

9040535601

IQAC e-mail address:

lnciqac.jsg@gmail.com

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

ORCOGN13821

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

EC/48/A&A/25/Dt.8th March 2009

1.5 Website address:

www.lncollegejsg.org

Web-link of the AQAR:

www.lncollegejsg.org/AQAR 2017-18.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.31	2009	5 years

1.7 Date of Establishment of IQAC: DD/MM/YYYY

2010
Reconstituted on 21/03/2014

1.8 AQAR for the year *(for example 2010-11)*

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR 2013-14___**Submitted on dt.28/11//2017**
   ii. AQAR 2014-15___**Submitted on dt.29/02/2016**
   iii. AQAR 2015-16___ **Submitted on dt.28/11/2017**
   iv. AQAR 2016-17___ **Submitted on dt.28/11/2017**

1.10 Institutional Status

   University   State ☐ Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College: Yes ☐   No ☑

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [√]   Rural [ ]   Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.   _____]

1.12 Name of the Affiliating University *(for the Colleges)*   [SAMBALPUR UNIVERSITY]

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

[NA]

2. IQAC Composition and Activities

2.1 No. of Teachers   [06]

2.2 No. of Administrative/Technical staff   [04]

2.3 No. of students   [01]

2.4 No. of Management representatives   [03]

2.5 No. of Alumni   [02]

2. 6 No. of any other stakeholder and

community representatives   [03]

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   02

2.9 Total No. of members   22

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. 09   Faculty 05

Non-Teaching Staff Students 02   Alumni 01   Others 01

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

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 08   International 0   National 0   State 0   Institution Level 08

(ii) Themes

- WORKSHOP ON QUALITY ASSURANCE IN HIGHER EDUCATIONAL INSTITUTIONS

- GANGADHARA SAHITYARE PRAKRTI CHITRA

- HINDI- OUR NATIONAL IDENTITY

- WORKSHOP ON LEGAL RIGHTS OF WOMEN

- PROTECTION OF GIRL CHILD AND AWARENESS AGAINST VIOLENCE

- WORKSHOP ON MOTIVATION FOR ENTERPRENEURSHIP

- SEMINAR ON NATIONAL VOTERS DAY

- SEMINAR ON THE OCCASION OF INTERNATIONAL WOMEN'S DAY

2.14 Significant Activities and contributions made by IQAC

- TOOK INITIATIVE FOR PROVIDING ORIENTATIONS TO THE FIRST YEAR STUDENTS
- OBSERVED DAYS OF NATIONAL IMPORTANCE
- CELEBRATED GANGADHAR JAYANTI, HINDI DIWAS, CULTURAL FEST AND OTHER CULTURAL AND LITERARY ACTIVITIES
- MOU WITH THE DEPARTMENT OF HIGHER EDUCATION FOR THE WORLD BANK ASSISTED PROJECT FOR OHEPEE
- CONDUCTED "A SHORT TERM COURSE ON COMMUNICATION SKILLS IN ENGLISH LANGUAGE" IN THE LANGUAGE LAB OF OUR COLLEGE.
- ORIENTATION OF THE NEW FACULTY MEMBERS
- MONITORED THE ACADEMIC PROGRAMS OF THE COLLEGE
- ENCOURAGEMENT TO THE RESEARCH ACTIVITIES BY THE NEW FACULTY MEMBERS
- INTERNAL EVALUATION SYSTEM AS PER CBCS REQUIREMENTS
- CONDUCTED ENERGY AUDIT, GENDER AUDIT AND GREEN AUDIT
- ORGANISATION OF DEPARTMENTAL SEMINARS AND WORK SHOPS
- CONDUCTED SEMINARS, WORKSHOPS AND COMPETITIONS THROUGH UGC, EQUAL OPPORTUNITY CENTER OF THE COLLEGE
- OBSERVED ROAD SAFETY WEEK.
- OBSERVED INTERNATIONAL AIDS DAY ON 1ST DECEMBER BY THE YRC WING.
- BLOOD DONATION CAMP ORGANISED BY THE STUDENTS' UNION IN COLLABORATION WITH THE HDFC BANK
- SPONSORED STUDENTS FOR DIFFERENT DISTRICT, STATE AND NATIONAL LEVEL COMPETITIONS
- ENCOURAGING UNITS OF NSS, NCC AND YRC TO DO MORE EXTNSION SERVICES IN TE COMMUNITY
- ORGANISED ACTIVE CITIZENSHIP PROGRAM IN THE COLLEGE SPONSORED BY THE DEPARTMENT OF SPORTS AND YOUTH SERVICES, GOVT OF ODISHA
- STUDY TOURS AND FIELD TRIPS TO DIFFERENT PLACE OF SCIENTIFIC IMPORTANCE BY THE DEPARTMENTS OF SCIENCE
- ORGANISED COLLEGE LEVEL ANNUAL SPORTS MEET
- SPONSORED STUDENTS TO PARTCIPATE IN THE UNIVERSITY LEVEL FOOT BALL AND CRICKET TOURNMENT: TEAM LNC GOT RUNNERS UP TROPHY IN THE UNIVERSITY LEVEL FOOTBALL TURNAMENT
- ENCOURAGED STUDENTS TO REPRESENT IN THE STATE AND NATIONAL LEVEL EVENTS
- CONDUCTED PLACEMENT DRIVES BY DIFFERENT COMPANIES
- SPONSORED TEACHERS FOR COMMUNITY LINK PROGRAMMES
- IMPROVEMENT OF OVERALL FACILITIES FOR STUDENTS, TEACHERS AND NON-TEACHING STAFF
- SUBMITTED SELF STUDY REPORT TO NAAC FOR THE SECOND CYCLE OF ACCREDITATION

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Outcome
1. To prepare an academic calendar on the basis of Common Minimum Standards(CMS) Guidelines of the Department of Higher education, Odisha at the beginning of academic year and execute it seriously.	Academic Calendar prepared on the basis of Common Minimum Standard(CMS) Guidelines of the DHE, Government of Odisha
2. Infrastructure planning: To repair the college building	Repaired
3. To accelerate the process to reconstitute the Governing Body of the college	Reconstituted on Dt. 27.07.2017
3. Organization of scientific exhibitions, quiz competitions and excursion for students to inculcate scientific temper among them.	Organised
4. To encourage teachers to undertake minor and major research projects and to participate in seminars, workshops and conferences.	Increase in the faculty participation in state level and national seminars, workshops and conferences.
5. To improve academic excellence in university examination both traditional and CBCS.	Mentors have been guided by the IQAC to help the students to improve.
6. To conduct extension activities through NSS, YRC and NCC.	Conducted several activities like swachhata abhiyan, rallies, blood donation camps, etc. throughout the year.
7. To render economic help to poor and needy but clever, sincere students	
8. To enrich library and computer resources.	Library fully automated More computers have been procured from RUSA grants.

9. To start at least one self- financing add-on course for the skill enhancement of students and making them employable.	One batch of 15 students participated in the "Short term Course on Communication Skills in English Language".
10. To run career guidance programme and invite banks and factories for campus drives.	The UGC sponsored Entry into Services for the students of under-privileged classed is continuing.
11. To request the Government to continue the fund for the Short Term course on Communication Skills in English so that the institution can provide the training to more number of students	As the government discontinued the grants, a self-financing course was started.
12. Resource mobilization from external sources should receive due and immediate emphasis	Efforts have been taken to contact the peripheral industries, Western Odisha Development Council and others for developmental funds.
13. To organize meetings with the stake-holders to discuss developmental issues of the college	Meetings with the parents, alumni, students, non-teaching and teaching staff held regularly to discuss developmental issues of the college
14. To organize a seminar or workshop on quality parameters in the college.	A Workshop on "Quality Assurance in Higher Educational Institutions" was organised.
15. The facilities in the canteen to be improved.	Taken care of
16. To give wide publicity to anti-ragging laws, and activities of students grievance cell.	Done
17. To organize activities like blood donation camp, road safety rally and other campaigns.	Activities well organised

18. CBCS guidelines should be explained to fresh students. A Seminar to be organized for this every year just after sufficient number of admissions are over.	CBCS guidelines should be explained to the freshers in the induction meetings.
19. To conduct yearly cultural activities and annual prize distribution	The Annual Cultural Fest and prize distribution ceremony was organised in the month of February.
20. Two to three best practices will be adopted for this academic year	Adopted
21. To go for the 2nd cycle of accreditation	Under process
22. Implementation of Institutional Development Plan(IDP) for Odisha Higher Education Programme for Excellence and Equity(OHEPEE) if selected	The college got selected under Odisha Higher Education Programme for Excellence and Equity (OHEPEE).
23. Updating /Renewing of the College website	The college website has been renewed and regularly updated.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [√]

(It was placed in the Staff council and IQAC.)

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	03	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	01	--	--
Others	--	--	--	--
Total	03	01	00	00

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

- Curriculum is decided by the affiliating University. CBCS Semester System has been introduced from the academic Session 2016-17. At present, both semester and traditional annual systems are operating.

- Students have wide-ranging elective options of subjects' combination in a course/stream and the institution does not restrict on the preference of the students on subject combination.

- College often develops new courses/curriculum though such programmes can be started after obtaining approval/affiliation from the University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	00
Annual	03

1.3 Feedback from stakeholders Alumni [ ] Parents [√] Employers [ ] Students [√]
   (On all aspects)

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

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

> 1. The Syllabus for each subject in CBCS and traditional annual programmes has been prepared and revised by Sambalpur University. Some of our faculty members contribute to it as the members of Board of studies, Examining bodies.
>
> 2. The syllabus for the Short Term Course on Communication Skills in English has been prepared by The Department of Higher Education, Govt of Odisha.

1.5 Any new Department/Centre introduced during the year. If yes, give details. [NO]

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	23	17	___	__

2.2 No. of permanent faculty with Ph.D. [10]

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	08	---	03	----	---	---	---	02	11

2.4 No. of Guest and Visiting faculty and Temporary faculty [00] [00] [05]

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	05	07
Presented	--	02	--
Resource Persons	--	--	--

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

- Academic calendar of institution is prepared on the basis of CMS prescribed by the DHE, ODISHA before the commencement of the session.
- Lesson plan
- Progress register countersigned by HOD and Principal monthly.
- Principal and HOD meetings regarding progress.
- Interactive learning facilities
- Inter- departmental interactions
- Use of PPTs
- Projects by students
- Term papers submitted by the students as a part of internal examination in CBCS
- Counseling and group discussions
- Outside classroom activities for wholesome development of mind and acquiring skills
- Mentor system

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

188

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

Being a constituent College of the University this college can't initiate any reformation in the examination system. The University formulates the curriculum and initiates reformations in examination/evaluation. However the college takes maximum efforts to improve the quality of students with the following steps:

- Regular, weekly tutorials are conducted
- Discussions on previous years' question papers are done
- Paper presentations and seminars are also encouraged
- Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, presentations, quizzes etc.

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

| 09 |

2.10 Average percentage of attendance of students

| 86% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A (Hons) ODIA	14	01	NIL	05	NIL	36
B.A (Hons) ENGLISH	10	02	01	03	NIL	40
B.A (Hons) ECONOMICS	08	--	NIL	02	NIL	25
B.A (Hons)HINDI	11	--	01	04	NIL	36
B.A (Hons) POLITICAL SCIENCE	13	--	NIL	03	NIL	23
B.A (PASS)	18	--	NIL	NIL	02	11
B. SC (Hons) PHYSICS	16	02	05	NIL	NIL	31
B. SC (Hons) CHEMISTRY	14	01	01	02	NIL	21
B. SC (Hons)MATHMATICS	16	01	07	NIL	NIL	44
B. SC (Hons) BOTANY	16	03	04	02	NIL	38
B. SC (Hons) ZOOLOGY	17	01	10	03	NIL	59
B.SC (PASS)	44	NIL	NIL	NIL	03	07
B. COM (Hons) ACCOUNTING	53	07	13	19	NIL	60
B.COM (PASS)	42	NIL	NIL	NIL	06	14

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

1. **Results of University examinations are reviewed during meeting of the Head of the departments with IQAC.**
2. **Through regular interaction with teachers, particularly with the Head of Departments, in the staff meeting with Principal and also during meetings of the Head of the Departments, annual progress of the students are reviewed.**
3. **Study of departmental profiles and providing feedback on them.**
4. **Feedback from the students and periodic interactions with them.**
5. **IQAC encourages teachers to take up projects, attend seminars and workshops to improve their teaching methods.**
6. **In addition to this IQAC also encourages students to participate in seminars, competitions at University and State level.**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	02
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	04
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	06

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	---	---	20
Technical Staff	02	---	---	02

Criterion – III

3. Research, Consultancy and Extension

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

- As our institution is an Under Graduate College, there is no significant scope for research activities. But IQAC encourages teachers and students to get involved in minor research works.
- A Research and Development Committee has been formed to find out the scopes of research in our institution.
- The IQAC encourages the newly appointed teachers to do Ph.D works.
- It helps them to find the avenues of research facilities in the shape of MRP by UGC and other funding agencies.
- The Science Departments get some amounts from the UGC fund of the college for scientific and field trips.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	03	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	04	02	NIL

3.5 Details on Impact factor of publications:

Range [2-8]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

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

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

3.7 No. of books published   i) With ISBN No. | 00 | Chapters in Edited Books | 00 |

ii) Without ISBN No. | 00 |

3.8 No. of University Departments receiving funds from | NA |

3.9 For colleges   Autonomy | × | CPE | × | DBT Star Scheme | × |

INSPIRE | × | CE | × | Any Other (specify) | × |

3.10 Revenue generated through consultancy | NIL |

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	--	--	-	--	--

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons | >30 |

3.13 No. of collaborations   International | NIL | National | NIL | Any other | 02 |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs:

From Funding agency | NIL | From Management of University/College | NIL |

Total | NIL |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
01	00	00	00	01 (Ph.D)	00	00

3.18 No. of faculty from the Institution | 01 |
      who are Ph. D. Guides
      and students registered under them | 01 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 (TOTAL:10) |

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

JRF | 00 | SRF | 00 | Project Fellows | 00 | Any other | 00 |

3.21 No. of students Participated in NSS events:

University level | | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | | State level | |

National level | 4 | International level | |

3.23 No. of Awards won in NSS:

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level ☐   State level ☐

National level ☐   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum √

NCC √   NSS √   Any other YRC

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

- Social action initiatives based on Science / Environment initiated by students.
- International AIDS Day by YRC Dt.01/12/2017
- National Youth Day celebrated on Dt. 12/01/2018
- Swachhata Rally by NCC & NSS
- Road Safety week 11th -17th Jan' 2018
- Leadership creation orientation By IQAC
- National Girl Child Day
- Active Citizenship Programme
- Blood Donation Campaign by YRC
- Participated in the International Women's Day rally

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.937 Acres	00		11.937Acres
Classrooms	16	00		
Laboratories	11	00		
Seminar Halls	03	00		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Apparatus for the Science departments	RUSA	
Value of the equipment purchased during the year (Rs. in Lakhs): Library Books & Laboratory Equipments		8.25103	College fund and RUSA grants	
Others (Maintenance of the Building)		8.12947	UGC + College	

4.2 Computerization of administration and library

- Administration has been further streamlined and computerization of administrative work is in progress.
- CAPA has been introduced for accounting automation
- Administrative office is automated for Application forms, Merit lists, Admissions, Examination forms, Scholarship forms, Library enrolment, Faculty Pay Bills and other administrative work.
- Admission is online through Students Admission Management System (SAMS).
- The total service particulars of employees are fully computerized and online.
- The library is fully automated.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29248	--	1502	--	30750	--
Reference Books	457	--	08	--	465	--
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	00	00	00	00	00	00
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	75	36	54	---	---	09	22	08
Added	10	03	10	---	---	03	04	--
Total	85	39	64	---	---	12	26	08

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

a. All teachers are computer literate. They avail free access to computers and internet inside the college.

b. Selected meritorious students are supplied Laptops by Govt. of Odisha every year.

c.   Students get opportunity to learn about Computer, Internet access in our IT. Lab.

d. Main Campus of the college has been made Wi-Fi enabled.

e. Main campus is under 24 hours cc tv surveillance. Entrance, exit and inner facilities of the Library are also under constant surveillance.

f. Office is computerized.

4.6 Amount spent on maintenance in lakhs :

    i) ICT (Computer, internet, etc)   `----------------`

    ii) Campus Infrastructure and facilities   `---------------`

    iii) Equipments(Books and
         Laboratory apparatus)   `----------------`

    iv) Others   `--------------`

                Total :   `----------------`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Improvement of basic amenities such as safe drinking water, toilet, common room, sports and games as well cultural activities.
- Facilities for the under-privileged through UGC Equal Opportunity centre.
- Language Lab for the Development of Communication skills of the students
- Short Term Course on Communication Skills in English Language
- Felicitation to the meritorious students on the Foundation Day
- Distribution of laptops to the meritorious students as a part of Government policy to inspire students
- Placement through Campus Drives
- Computer awareness programme
- Social Outreach programmes
- Study tours by Science Departments
- Participation of students in the decision making process through Students' Union
- Mass Messaging system
- Consultation with students
- Self Defence Training programme for Girls
- NSS, NCC & YRC activities

5.2 Efforts made by the institution for tracking the progression

1. Regular monitoring of performance of students in various examinations through the respective departments as well the Examination Committee of the College.

2. Personality development through various activities

3. Formation of Discipline Committee and tracking the student-activities continuously.

4. Analysis of the internal examination results by the respective departments and counselling of the students at the departmental level.

5. Analysis of the University Examination results and discussion of the progress of the students in the meeting of the Head of the Departments and also Staff meeting and hence to plan future strategies.

6. Career counselling through Placement cell and performance tracking through Placement drives

7. Annual Cultural, Sports meets are held to involve more students.

8. Students performances are tested through competitions.

9. Mentors' counselling

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
978	--	--	--

(b) No. of students outside the state

02

(c) No. of international students

00

Men
No	%
590	60.30

Women
No	%
388	39.67

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
491	148	161	230	03	1033	484	132	196	164	02	978

Demand ratio   1:25   Dropout %   Negligible

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

a. Coaching for entry into services for the Sc/St/OBC/Minorities under the scheme of UGC

b. Spoken English courses by English department in Language Lab.

c. Students get guidance from teachers to prepare for competitive examinations like banking, civil services, joining in schools as teaching faculties etc.

d. Short term training programs were organized to develop communicative skills in students and equip them to meet the challenges of the emerging job trends.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET   NIL   SET/SLET   NIL   GATE   NIL   CAT   NIL

IAS/IPS etc   NIL   State PSC   NIL   UPSC   NIL   Others   NIL

5.6 Details of student counselling and career guidance

a. Counseling for job entry competitive examinations for SC/ ST/ OBC etc by UGC Equal Opportunity center.

b. Short Term Course on Communicative skills to train to make students employable.

No. of students benefitted   25

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	67	07	NA

5.8 Details of gender sensitization programmes

- The institution sensitizes staff and students by holding discussion / conducting seminars on different emerging issues in gender discrimination.
- On the occasion of the celebration of International Women's Day, a seminar was organized.
- Active Citizenship Programme(A Film Show) sponsored by Sports and Youth Department, Govt. of Odisha plays a great role in creating a positive response in students towards girls and women.
- Conduct of a quiz on "Legal Awareness of Women" followed by a workshop sponsored by Commission for Women
- Self-defenseTraining programme for Girls: First year students participate in the 12 days training.

5.9 Students Activities

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

State/ University level | 05 | National level | 02 | International level | |

No. of students participated in cultural events

State/ University level | 08 | National level | 01 | International level | |

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

Sports: State/ University level | 03 | National level | 01 | International level

Cultural: State/ University level | 02 | National level | | International level

Cultural: State/ University level | 01 | National level | | International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	226	Rs.18,37,685
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level [00]   National level [00]   International level [00]

Exhibition: State/ University level [00]   National level [00]   International level [00]

5.12   No. of social initiatives undertaken by the students [02]

    a. Tutoring economically and socially backward children (some of the students engage themselves in suchactivities)
    b. Blood donation (There are individual donors among students). Students' Union organised a blood donation camp in collaboration with the HDFC Bank

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

        Laxminarayan College, Jharsuguda strives to improve the lives of all the beneficiaries through creating a sustainable learning culture in response to the need of the society and to provide opportunities to individuals for achieving their personal and professional goals to become responsible and disciplined citizens and human beings.

MISSION

Laxminarayan College, Jharsuguda aspires to be a model for all by

•   inculcating a positive attitude in the students to be disciplined
•   creating an atmosphere for adoption of the principles of morality and healthy practices of life,
•   promoting learners' success with an excellent teaching learning atmosphere,
•   creating an environment of intellectual stimulus, scientific inquiry, cultural ambience and social responsibility,
•   encouraging the qualities of leadership keeping in view the challenges of time and society,
•   providing the students with equal opportunity without any discrimination of caste, colour, creed and sex,
•   achieving equity and excellence in the institution, thus contributing to the same in higher education
•   building excellent faculty in every department,
•   bringing all stakeholders to a common platform for common good
•   building environmentally sustainable campus facilities
•   reaching the community through social outreach programmes like NSS, NCC, YRC, etc.
•   becoming a changing agent for the society and the community at large

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6.2 Does the Institution has a management Information System

| Yes (Managed by State Government) |

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

6.3.1 Curriculum Development

The curriculum has been designed and developed by the University. As a constituent college of Sambalpur University, our College adheres to the guidelines prescribed by the Univ. Seven faculty members are the BOS member of the University thus contributing to the development of the syllabus.

6.3.2 Teaching and Learning

- The CMS(Academic Calendar) by the DHE, Odisha has been put in the staff guard file, notice boards, website for teachers and students to get information about working days, holidays and examinations.
- Each dept. prepares Lesson plan and Progress Register, countersigned by dept. heads and Principal Periodically.
- Class routines are revised every year to accommodate maximum hours for class room teaching. ICT is used to the best extent possible.
- Institution is providing all support for ICT based education.
- The IT Lab is open for the teachers who take the help of our IT Professor to prepare ppts and make their classes interesting and more educative for students.
- Staff meeting of the Faculty members of the College conducted regularly also contributes to the new strategies in Teaching and Learning processes.
- On the suggestion forwarded by IQAC, innovations in Teaching and Learning processes are formulated, upgraded and implemented.
- Extra emphasis is laid on continuous internal assignments, assessment and evaluation, and also presentation of seminars (with project work wherever possible) by the students, particularly for the final year degree students.
- Students are given such assignments to promote and encourage them to use library resource materials. Study tours are organized to help students learn in the practical fields.
- Students are encouraged to be involved in extra-curricular activities.
- Students are encouraged to use library resources.

6.3.3 Examination and Evaluation

- The institution strictly follows the examination and valuation system of Sambalpur University which includes both Theory and Practical Examinations.
- The College has its own practice of organizing tutorial tests for the development of students.
- Examinations in the College is managed by an Examination Committee, which is formed every year for the specific purpose, and this committee is responsible for conduct of all examinations – college internal examinations, examinations of the University and also those notified by CHSE for +2 examination.
- Evaluation systems for internal examinations are thoroughly transparent and answer scripts are displayed to the students.
- Continuous evaluation is also done through assignments given to the students from time to time.

6.3.4 Research and Development

- The college constantly promotes research activities and encourages teachers to take up minor research projects, do their Ph.D works by availing study leaves.
- 10 faculty members were awarded Ph D.
- They are encouraged to browse the internet and increase their knowledge about honours subjects.
- They submit Research oriented term papers as a part of CBCS system.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Efforts are being made to enhance the basic facilities like sufficient class rooms, seminar halls, smart class rooms, laboratory equipments and botanical garden for adequate teaching and learning. Planning is therefore made for providing space for indoor and outdoor games, gymnasium, and auditorium for conducting cultural activities. The library has been enriched with the books from UGC and RUSA funds. It has been automated.

6.3.6 Human Resource Management

- Students are great assets for the Institution. So Human Capital formation is the guiding principle of Institution.
- Human Resource Management is done through Staff Council for Faculty Members and through an elected Students' Union for the Students.
- At the beginning of each academic year the heads of the department and the Principal review the existing positions and takes steps to fill up various teaching and non-teaching positions. The Principal makes appointments through prescribed procedures.
- In order to enhance capacities of staff need-based training/workshops are organized for faculty, administrative, and supportive staff.
- The college encourages staff members to apply and participate in Orientation and refresher courses and also Faculty Development programmes.
- Discipline Committee takes care of general discipline in the college
- Excellent cordial environment is maintained through regular interactions among all section employees, students, alumni and other stakeholders.
- Staff of all categories is extended unique post retirement maintenance scheme and also welfare scheme.
- Academic and professional resources of the faculty are utilised to the optimum in the managing the day to day academic, administrative and extra-curricular activities of the college, along with giving appropriate opportunities to develop further in academic and professional life.
- Through NCC, NSS and YRC the students get optimum scopes to have all round developments.
- All the stakeholders are approached for the decision making and smooth functioning of the institution.

6.3.7 Faculty and Staff recruitment

- Faculty and staff are recruited by G.B. of College in proper process and send to DHE and Govt. of Odisha for approval.
- The recruitment is done through properly constituted Selection Committee as per the rules of State Government and following the State Reservation Policy.
- All Recruitment processes are absolutely transparent.
- Any vacancy created, due to retirement or otherwise, is filled up by the government.
- All new staff members are governed by the Service Rules as framed by state Government and adopted by the College.

6.3.8 Industry Interaction / Collaboration

Jharsuguda being an industrial hub attracts the attention. We try to link our institution with the industrial houses of the locality.

6.3.9 Admission of Students

SAMS (Student Academic Management System) of Govt. of Odisha, HE, Dept. reviews the process of admission in +3. Annually Student's apply online to DHE, Odisha site for admission into different Institutions.

Since this college charges minimum fees from the students from amongst all the college in the District, there is enough demand for admission in the College every year, particularly from the students belong to weaker section of the society.

As the system has been ICT enabled, the whole matter has been dealt with greater satisfaction.

6.4 Welfare schemes for

Teaching	Provident fund Benefits (GPF, gratuity, GIS, etc.) Maternity leave
Non teaching	Provident fund Benefits (GPF, gratuity, GIS, etc.) Maternity leave
Students	1. Scholarship by the College as well as from the Government. 2. Awards for academic achievements, achievements in Sports, Culture, NSS, NCC etc. 3. Provision of job opportunities through Career Guidance Cell (ICGC) and Placement Cell. 4. The merged schemes of UGC provide Entry into services coaching to the under-privileged students

6.5 Total corpus fund generated | 4 Crores |

6.6 Whether annual financial audit has been done   [√] Yes   [ ] No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Academic Bursar
Administrative	No	No	Yes	Administrative Bursar

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

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [ ]

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

Sambalpur University brings reforms in exam system from time to time as per the requirement of the Syllabus.

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

Sambalpur University encourages and scrutinizes the application for autonomy of the College and send to the higher authority.

6.11 Activities and support from the Alumni Association

The Alumni Association is actively involved in the activities of the college.

6.12 Activities and support from the Parent – Teacher Association

PTA meets quarterly to discuss about the development of students and College.

6.13 Development programmes for support staff

- Computer Training has been provided to the support staff.
- They are also given need based trainings on the use of the different software for effective functioning of the administration and the library.
- Sometimes they are sponsored to get training regarding up gradation of ICT technology in accounts etc.
- Whatever social benefit or welfare measures are initiated for regular staff; similar benefits are extended to all other staff. In fact, no division exists among the staff.
- Some of the staff, particularly belonging to Grade IV, is also provided with staff quarters.
- Deputing library staff for training on automation of library and other relevant areas.

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

The maintenance of the serenity and greenery of the campus adds to the quality of the learning ambience of the Institution. The following initiatives are taken by the college to make the campus eco-friendly-

- Regular cleaning of wild growth plants.
- Disposal of waste is taken special care in the campus.
- No Polythene zone.
- Biodegradable wastes are dumped for decomposition.
- Sensitisation of students through Swachhata drives.
- Botany Department maintains a garden in the campus which adds beauty to it.
- Internal Green Audit was conducted

Criterion – VII

7. Innovations and Best Practices

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

- Decentralisation of administration and formation of various committees and cells to manage various functions of the college.
- Continuous assessment of the performances of the students through attendance, assignments and evaluation.
- Organising more Seminars and Workshops which benefit not only the faculty member but the students also.
- Computerisation of most of the Administrative work and extending computer facilities to most of the departments. A general friendly relationship between the teachers, between the teachers and students.
- Practice of democratic functioning and equity considerations in all levels of decisions of the Management as well as by the Principal in day to day work.
- Self-Defence Training Programme for girl students - This programme has not only improved confidence level in girls, but also created an atmosphere of safe interaction between boys and girls for a healthy educational environment in the college.
- Short Term Courses in the Language Lab.
- Transactional messaging system for the quick communication with all stakeholders.
- UGC Equal Opportunity Centre has been playing a great role in establishing equity and equality.

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

- Orientation of newly admitted students
- Celebrated days of national importance and birth anniversaries of great men
- Organised consultations with the stakeholders
- Conducted a batch of "A Short Term Course on Communication Skills in English language" in the Language Lab of our college.
- Monitored academic programs of the college- Tutorial classes were held and remedial measures were taken to improve the academic standard of the students
- Training programmes/capacity building sessions for faculty and non–teaching staff
- Encouragement for the research activities by the faculty members
- Modification of internal evaluation system as per CBCS requirements
- Conducted energy audit, gender audit and green audit
- Organisation of departmental seminars and work shops
- Conducted seminars, workshops and competitions through UGC Equal Opportunity Centre of the college
- Organised a workshop on "Quality Assurance in Higher Educational Institutions"
- A Workshop on the "Development of Entrepreneurship Skills" organised through the UGC equal opportunity centre of the college in collaboration with the District Employment Exchange.
- A Road Show on "The "Development of Entrepreneurship Skills" organised by the District Industries Association.
- Organised talks on "gender sensitisation" on the occasion of the celebration of National Girl Child Day and International Women's Day
- Provided self-defence training to the first year girl students
- Conducted Students' Union Election
- Conducted a students' survey to take their feedbacks
- Observed 29th road safety week.
- Observed international AIDS day on 1st December by the YRC wing.
- Organised blood donation Camp by the Students Union in collaboration with HDFC Bank, Jharsuguda.
- Organised cultural Fest and annual function
- Sponsored students for different district, state and national level competitions.
- Sponsored 40 students to participate in the National Achievements Survey conducted by DIET, Jharsuguda
- Encouraged units of NSS, NCC and YRC to do more extension services in the community

7.3 Give two Best Practices of the institution

1. Ragging Free Campus
2. Extension and Outreach activities through NCC, NSS and YRC

7.4 Contribution to environmental awareness / protection

1. Green audit and energy audit
2. Polythene free-zone.
3. Tobacco free zone.
4. Celebration of Swachhata Diwas for creating awareness
5. Cleanliness drives by NCC, NSS and YRC wings
6. Green practices like use of dustbins in the campus

7.5 Whether environmental audit was conducted? √

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

SWOT/ SWOC Analysis

Strength:

- Due to Urban location our College attracts students from rural areas
- Co-education
- Low cost in respect of fees
- Hostel facility for girl students
- Full-fledged Science departments
- Close proximity to industries
- Qualified and motivated faculty
- Maximum faculty representation in the Board of Studies, Sambalpur University
- Nodal college for monitoring university examinations, valuation centre and centre for competitive examinations
- Automated library
- Students' excellence in sports
- Faculty members are involved in public activities to establish link between the institution and the community.
- Students- friendly services- wide range of extension, co-curricular and extra- curricular activities.
- Digitalised language lab
- Teaching facilities in Arts, Science and Commerce
- Community services by NCC, NSS and YRC wings
- Self Defence Training for girl students

Weaknesses:

- Lack of emphasis on research due to the absence of post- graduate teaching facility.
- Improper English communication skills is the major setback of the student's growth.
- Access of sufficient modern facilities like ICT for the students is limited.
- No boys' hostels
- Insufficient academic- industry linkage.
- Great pool of alumni, but weak alumni network.
- Disparities among teachers due to categorization like Management teachers, Block Grant teachers, State Scale and UGC scale teachers

Opportunities:

- Opening of PG courses in different departments.
- Employment in local factories, banks and industries
- To engage alumni in the future development plan.
- Industry-institutional collaboration for training and placements.
- Consultancy for environmental pollution study
- Possibility for opening new courses like BBA, BCA, Mass Communication and Journalism etc.
- Youth exchange opportunities through NSS, NCC, etc.
- Job opportunities for NCC(Naval/Army wings) cadets
- Research and higher education opportunities for science students
- Coaching Centre for competitive examinations
- Opening of subjects like industrial Chemistry, Sambalpuri Studies, Home Sc, Library Sc and Geology
- Job opportunities through sports quota
- Job opportunities through short term training in communication skills
- Opportunities for girl students to protect themselves through self-defence training
- Research Centre for qualitative and quantitative study on minerals

Threats:

- Quality improvement of teachers is not at par with the progress in educational technologies.
- No Space for expansion and improvement of physical infrastructure.
- Apathy of industries for recruiting the plain graduates
- Conventional system of teaching-learning - need of ICT in teaching.
- Lack of public involvement in the creation of brand image for the college
- Increasing attraction for residential colleges is a threat to the institution's quality programmes

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

1. To prepare an academic calendar on the basis of Common Minimum Standard Guidelines of the Department of Higher Education, Odisha at the beginning of the academic year and execute it seriously.
2. To prepare for the NAAC Peer Team visit.
3. To make all departments well equipped with digital systems.
4. To improve the facilities of lavatories.
5. To improve the boys' common room facilities.
6. To furnish the reading room with computers and other accessories.
7. To improve the facilities of canteen.
8. Organisation of scientific exhibitions, quiz and essay competitions and excursion for the students to inculcate scientific temper among them.
9. To conduct extension activities through NSS, YRC and NCC.
10. To encourage teachers to undertake minor and major research projects and to take part in seminar, workshops and conferences.
11. To improve academic excellence in university examination.
12. To render economic help to poor and needy but sincere students.
13. To enrich library and computer resources.
14. To start self-financing add-on courses for skill enhancement of students and making them employable.
15. To run career guidance programme and invite banks and factories for campus drives.
16. Resources mobilization from external sources should receive due and immediate emphasis.
17. To organise meetings with the stake holders to discuss developmental issue of the college.
18. To organise seminar or workshop on quality parameters of the college.
19. To give wide publicity to anti ragging laws and activities of students' grievance cell.
20. To organise activities like blood donation camp, road safety rallies and other campaigns.
21. To conduct yearly cultural activities and annual prize distribution.
22. Academic audit, energy audit, gender audit and green audit are to be conducted
23. Implementation of Institutional Developmental Plan (IDP) for Odisha Higher Education Programme for Excellence and Equity (OHEPEE).
24. Collecting feedbacks from students, parents and all other stake holders.

Bharat Bhabesh Pati

Chakrabrata R@

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*