Yearly Status Report - 2019-2020

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.rajdhanicollege.org.in/pdf/AQAR%20Report%20for%20the%20year%202018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.rajdhanicollege.org.in/pdf/Common%20Academic%20Calendar%202019-20.pdf

5. Accrediation Details

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

6. Date of Establishment of IQAC

02-Apr-2014

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

Students & Parents feedback analysis	09-Feb-2021 01	9
Internal Finance Audit committee meeting	14-Jan-2021 01	5
Meeting of Green Audit committee	13-Jan-2021 01	5
Internal Academic Audit meeting	12-Jan-2021 01	5
Preparation of AQAR	11-Jan-2021 01	9
SSR preparation meeting	15-Sep-2020 04	20
Preparation of SSR	06-Jul-2020 01	14
Mid-Term Exam Reform	14-Nov-2019 01	15
Meeting of all the Heads, OICs of RUSA, NCC, NSS, YRC etc. to chalk out plans	26-Sep-2019 01	18
[View File](#)		

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
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**10**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Initiation of Internal Academic Audit Green Audit formation of Green Club Internal Financial Audit Analysis of the Students satisfaction survey and parents feedback. Opening of NCC (Army) Girls wing.

[View File](#)

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
Internal Financial Audit	A committee conducted Internal Financial Audit of the College for the session
Green Audit	Green Audit Process initiated and Green Club has been launched
Internal Academic Audit	It has been completed for the session
Opening of NCC Army Girls Wing	Approval has been accorded from the authority
Activation of Alumni Association	Efforts on to register the Alumni Association
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Staff Council	03-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	11-Nov-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Jun-2019
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Under the Management Information System, our college uploads its data and information in the National Higher Education and Research Council (NHERC) portal. In this web portal, Rajdhani College broadly upload data in two vital indicators. (1) Informations relating to faculty position Faculty positions include sanction, filled in and vacant teaching position of the college. (2) Information relating to students Under this indicator, our college uploads data on students intake capacity in different streams filled in position of the seat and availability of seat in different streams.

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

Ours is an affiliated college under Utkal University. Hence, curriculum planning is done by the university. But our college prepares action plan for effective implementation of curriculum designed by the university. Basic purpose of this action plan is to acquaint the student with the newly updated syllabus and examination pattern coming under CBCS model. While preparing action plan for implementation of curriculum, student's needs and necessities are given priority. Department wise Teachers are advised to prepare academic calendar, lesson plan and daily progress report which is supervised by the respective heads of the department and the Principal of the college. Implementation mechanism starts from the departmental induction meeting where the students are acquainted with the updated syllabus. During the classroom teaching, each teacher covers all the portion of the syllabus allotted to them and the teacher concerned provides relevant study material to the students. The teacher also provides a list of reference books to the students. After completion of the syllabus, doubt clearing classes are organized by the teacher. Weekly student seminars are also organized by each department. After completion of the academic year, teachers submit their lesson plan and progress report to the IQAC cell. Thereafter, their lesson plan and progress report audited by academic audit committee headed by the Principal of the college. Each department also prepares question bank to acquaint the students the structure and model of the questions asked during term end examination. Further, to establish cordial student-teacher relationship, proctorial classes are also undertaken by the teachers.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
BSc	**Bot, Zool, Phy, Chem, Geo, Math**	**17/06/2019**
BCom	**Accountancy, Management**	**17/06/2019**
BA	**Hist, Pol.Sc, Soc, Eco, Odia, Phil, Eng, Sanskrit, Edn**	**17/06/2019**
BEd	**Arts, Science**	**17/06/2019**
MA	**Odia**	**17/06/2019**
MA	**Education**	**17/06/2019**

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

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

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

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

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

During the last academic session, 03 meetings were organized with the stakeholders i.e. Parents, Students and teachers. From the meeting, parents

feedback were received. A separate questionnaire was developed containing questions on admission, examination, hostel, library, laboratory facilities, classroom teaching, co-curricular activities including sports and games, career opportunities and skill development. About 150 parents expressed their views on different issues of academics and non-academics. The followings are main findings of the parental feedbacks. Majority of the parents graded admission process, examination system and classroom teaching as excellent. Regarding hostel and co-curricular activities, sports and games, parents also express their satisfaction. However, they mentioned that there is scope for improvement in library and laboratory facilities. Further, parents desired that the institution should focus more on skill improvement and career opportunities for their wards. Students Feedback - A separate questionnaire were distributed to the students through their respective Head of the Department. More than 150 questionnaire were distributed among students. The questions contained issues relating to syllabus, teaching-learning process, teachers approach, examination pattern as well as facilities regarding library, laboratory, toilet, drinking water facilities etc. Majority of the students have mentioned that more than 84 of the syllabus were covered during 2019-20 academic session. At the beginning of the session, teachers discussed syllabi of the semester and covered the portion accordingly. The teaching and learning process according to the students was effective and teachers approach to teaching was very good. Students also mentioned that the teachers discussed examination pattern very often and prepared them for the examination very well. Internal Examinations were conducted very fairly and the evaluation process was also very fair. They were also asked about the conduct of examination to which they said it was very good. They also mentioned that the teachers identified their strength and weaknesses always and help them to overcome their shortcomings. Majority of the students also said that the institution always encourage them to participate in extra curricular activities. They said that the conduct of games and sports in the college was very good. Most the students express their opinion that the college should improve their soft skill and open opportunities for career developments. Further, they viewed that ICT facility inside the campus should be improved. Regarding laboratory facilities 80 the students said that it was quite good. However, students express their opinion that library, drinking water and toilet facilities need to be improved. After receiving the feedbacks from the parents and students, the IQAC and the Principal of the College organized a meeting of various support departments and discussed about problems faced by the students. In the meeting, it was decided that new books would be purchased for the students and opening of boys hostel from this academic session. Further, it was decided to provide more drinking facility for the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hist, Pol.Sc, Eco, Soc, Sans, Odia, Eng, Phil	256	5727	246
BSc	Zoo, Chem,Bot, Phy, Math, Geo	128	6971	104
BCom	Accountancy	128	3002	114
MA	Odia	16	94	16

MA	Education	16	114	16
BEd	Arts, Science	50	1283	47
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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	505	32	39	Nill	8

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
39	12	10	5	1	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

For effective monitoring of administrative activities, a total no. of 54 proctorial groups were created for the UG students. Each group is headed by a teacher who acts as mentor, supervisor and counsellor to the students. The teachers monitors the academic and personal activities of the students. The teacher organizes monthly proctorial meetings of the students and discusses the problems and challenges faced by the students. A teacher also maintains a list of long rolls of the students allocated to him/her. The teacher maintains communication link with the parents for conveying the deficiencies of the ward in order to strengthen academic ability of the student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1510	39	1:39

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	39	15	Nill	30

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. Saroj Kanta Choudhury	Assistant Professor	Best Educationist Award 2019 by TIKA Foundation, Odisha,

| 2020 | Dr. Debasish Patra | Assistant Professor | Bhubaneswar |
| | | | Swami Vivekananda Yuva Samman award by Abhimanyu Smruti Sansad, Bhubaneswar |

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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	BA	6th/2020	23/09/2020	29/10/2020
MA	Odia	4th/2020	25/09/2020	15/12/2020
MA	Education	4th/2020	08/10/2020	10/11/2020
BSc	B.Sc	6th/2020	23/09/2020	29/10/2020
BCom	B.Com	6th/2020	23/09/2020	29/10/2020
BEd	B.Ed	2ndyear/2020	14/09/2020	11/11/2020

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

As our institution is an affiliated college of Utkal University, Bhubaneswar, our examination pattern is largely governed by the direction of the University. However, we conduct the internal examinations as per the guidelines issued by the University. Usually, internal examinations are conducted for undergraduate and post graduate students twice in each academic session and scripts are immediately evaluated by the teacher concerned and marks are uploaded in the university website. As per the guidelines of SCERT, no internal examinations are held for B.Ed students. However, test examinations are conducted by the department itself.

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

In the beginning of the academic session 2019-20, our college prepared its own academic calendar for smooth conduct of academic business and other related matters. Taking the needs and necessities of the students and guidelines of Department of Higher Education, following indicators were taken into consideration while preparing the academic calendar of the college. 1. Admission schedule 2. Commencement of classes both under graduate and post graduate level students. 3. Parents-teachers meeting 4. Schedule of filling of forms 5. Conduct of internal and external examination 6. List of holidays including summer vacation. Some of the schedules of the academic calendar were prepared as per the directions of DHE, Odisha and Utkal University. However, due to COVID-19 pandemic situation, certain changes were made as per the direction of DHE, Odisha and Utkal University.

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)

https://www.rajdhanicollege.org.in/pdf/STUDENT%20PERFORMANCE%20AND%20LEARNING%2

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
B.Ed	BEd	B.Ed	45	43	95.55
M.A Education	MA	Education	15	15	100
M.A Odia	MA	Odia	13	13	100
B.Sc	BSc	Science	87	80	91.95
B.Com	BCom	Commerce	118	90	76.27
B.A	BA	Arts	224	197	87.94

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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.rajdhanicollege.org.in/pdf/STUDENTS%20SATISFACTION%20SURVEY%2020 19-20.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
No Data Entered/Not Applicable !!!				

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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
No Data Entered/Not Applicable !!!		

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

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

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

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

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	5	4.8
International	Physics	3	3.5
International	Sociology	1	2.1
View File			

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

Department	Number of Publication
Physics	2
Politcal Science	1
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
No Data Entered/Not Applicable !!!						
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	Nill	2
Presented papers	Nill	2	Nill	Nill
Resource persons	Nill	1	Nill	Nill

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
Observation of National Unity Day	YRC	1	50
Observation of National Youth Day	YRC	1	98
Traffic Awareness Programme Rally	YRC	1	120
Blood Donation Camp	YRC	2	40
Vigilance Awareness Programme	YRC	2	50
Human Rights Day Celebration	YRC	2	20
International Volunteers Day	YRC	1	60
Fit India Plogging Run	NSS	2	78
Observation of International Yoga Day	NCC	1	34
Observation of Kargil Victory Day	NCC	1	75

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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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 activites	Number of students participated in such activites
Anti AIDS Day	YRC	Anti AIDS Rally	2	80
Swacha Bharat Abhiyan	NSS	Swacha Bharat Awareness	2	62
Swacha Bharat Abhiyan	NCC	Swachha Bharat Rally	1	105

ill Effects of Tobacco	YRC	Essay Competition	2	55
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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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
No Data Entered/Not Applicable !!!			
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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
75000	72500

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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 patially)	Version	Year of automation
ProX	Partially	1.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25455	903750	198	40000	25653	943750
Reference Books	5351	503750	Nill	Nill	5351	503750
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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	47	1	3	0	1	4	24	100	9
Added	0	0	0	0	0	1	0	0	0
Total	47	1	3	0	1	5	24	100	9

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

75000	72500	0	0

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

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SPORTS FACILITIES OF RAJDHANI COLLEGE, BHUBANESWAR Each Science department has its own laboratory facility which is maintained by the respective departments. Laboratory equipments, apparatus, chemical and solvents etc. are procured centrally at College level as per the requirements of various departments. The College office purchases those scientific equipments, apparatus, solvents etc. through open bidding process as per the Odisha General Financial Rules guidelines and as per instructions of H.E. From time to time. Govt. of Odisha sanctions money through D.H.E for the purpose. During the academic session 2019-20 Rs. 42500/- (forty two thousand and five hundred only) has been spent towards purchase of various equipments, chemicals and solvents. Each department maintains a separate stock register regarding the procurement and utilization of equipments, chemicals and solvents. LIBRARY The College Library is operated by Assistant Librarian and other support staff. There is a Library Purchase committee consisting of a group of teachers who guide and supervise the operation of Library. Govt. of Odisha sanctions money for purchasing new books from time to time. In 2019-20, Govt. of Odisha sanctioned Rs. 40000/- (forty thousand only) and 198 no. of new books (Text and Reference) were purchased out of this fund. Each teaching department sends the book list to the library as per their requirements and the library-in-charge procures those books from various book stores following the established procedures and guidelines. After purchasing of the books, due stock entries are made by the staff and then those books are issued to students and faculty members for their reference. SPORTS COMPLEX Rajdhani College has its own play ground and gymnasium. There is an Athletic Association, consisting of a group of teachers who looks into various sports related matters. Regular funds are not available from the Department of Higher Education for up-gradation and development of College playground and gymnasium. However, some amount of money are being spent by the College for up-gradation of playground during the time of Annual Athletic meet. This money is spent out of P.L fund. COMPUTER At present, 47 nos. of computers have been installed at various places of the College. This year (2019-20).The cost of repair and maintenance of computers are borne by the College which is drawn from Development fund. CLASS ROOM At present, there are 29 classrooms and 10 Galleries in the College out of which 03 classrooms have been provided with LCD facilities. One (01) classroom has converted into a Smart Classroom. Since it is a Govt. College, the maintenance of the building, classroom, and other physical facilities are being done by the RB Department and GED of Govt. of Odisha. The teaching and learning equipments are centrally purchased by the College office. After due entry in the stock register, those teaching-learning materials are duly supplied to various departments for use by faculty members.

https://www.rajdhanicollege.org.in/pdf/PROCEDURES%20AND%20POLICIES%20FOR%20MAINTAINING%20AND%20UTILIZING%202019-20.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	Prerna/E-Medhabruti	301	0
Financial Support			

from Other Sources			
a) National	NSP	4	0
b)International	Nill	Nill	Nill

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
Career in Hotel Management	14/02/2020	78	Sikshya O
Career in Computing Skills	19/09/2020	65	CAD Centre-ICCIT
Career Counselling (Stress Management- Motivational Talk)	28/10/2019	190	Career Counselling
Career in Emerging Branches	30/10/2019	85	Bharatiya Vidya Bhawan
Media Entertainment	29/11/2019	43	G. Multimedia
Recruitment in TCS	07/01/2020	78	Time Pvt. Ltd.
Career in Coast Guard	20/01/2020	105	Indian Coast Guard
Career in IT/Accounting	06/02/2020	110	OCAC
Motivational Talk- De-addiction programme	27/01/2020	125	Youth Wing, Rajayoga Educational Research Foundation, Brahma Kumari Spiritual Foundation
Career in Hotel Management	14/02/2020	78	Sikshya O Anusandhan

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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 students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Nill	Nill	Nill	5	5

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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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
GATE	2
Any Other	2
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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
Cricket	Inter College	18
Atheletics	Inter College	8
Basket Ball	National	1
Debate Competition	College	9
English Essay	College	12
Odia Debate	College	22
G.K Competition	College	70
Laxmi Puran Recitation	College	35
Odia Essay	College	50
Music Dance	College	190
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5.3 – Student Participation and Activities

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

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

Election for the College Union was not held for the session 2019-20 as per the order of DHE, Govt. of Odisha due to Cyclone FANI. But in pursuance of Govt. letter no. 26509/HE dt. 22.11.2019, various cultural sports events were organized. On 14.01.2020, Annual function of the College was held for the distribution of prizes to the winner of different competitions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Due to COVID-19 Pandemic situation, the Alumni Meetings and activities could not be undertaken. However, during the COVID period, an online virtual meeting of the Alumni Association was organized on 10.11.2020 along with Principal, Co-ordinator, IQAC. In that meeting, it was decided unanimously to register Alumni Association of the college after the end of pandemic. Further, after reopening of the college in January 2021, one physical mode meeting was called for on 07.02.2021 to discuss about the process of registration of the association. In this meeting, the members agreed to complete the registration process by March 2021. In this meeting, it was also decided that a room will be allotted to the Alumni Association for its smooth functioning. Further, as per the resolution of the meeting, a facebook page of the Rajdhani Alumni Association have been created.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

For effective management of College participation of Students, various decentralized sub units have been created by the College authorities. Among them, two best practices of decentralized governance are I – Creation of separate examination unit To manage the examination related activities such as conducting midterm examinations, end term examinations, filling up forms, valuation of answer scripts etc. , a separate examination unit has been created. This unit is managed by a group of teachers headed OIC, Examination. This examination unit undertakes the work for printing of question papers, procurement of answer sheets, publication of time line for conduct of various types of examinations. This unit also manages form fill up work and

distribution of admit cards to the students. The examination unit is well equipped with Desktop computers, printers, Internet facilities. II – Separate Admission Cell The College also having a separate admission cell. This unit is headed by an OIC of admission supported by 01 Senior assistant and full time DEO. This unit manages all the admission related activities of the undergraduate students. Presently the 3 admission system is conducted in e-mode called e-admission system which is centrally done by the Department of Higher Education, Govt. of Odisha. It also manages the transfer and uploading of data of the newly admitted students under Students Academic Management System (SAMS). DHE, Odisha prepares a list of eligible candidate for the admission into 3 1st year classes. DHE also sends the list of eligible candidates to the concerned colleges. The OIC of the admission along with a team of teachers admits the students after proper verification of documents and certificates. However, the admission of students into PG B.Ed. courses are undertaken in a offline mode.

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
Admission of Students	• As per the guidelines of Department of Higher Education, Govt. of Odisha, our college adopts the online e-admission system under SAMS. • This e-admission system is applicable for UG -classes. • For PG B.Ed courses, the college follows the broad guidelines issued by the Govt. of Odisha and NCTE.
Industry Interaction / Collaboration	NIL
Human Resource Management	For the development and management of Human Resources, the college has formed the Career Counselling and Placement Cell. This cell has organized many seminars, outreach programmes to make the students aware about their futurecareer prospects.
Library, ICT and Physical Infrastructure / Instrumentation	• Library computerisation and automation has been completed during the academic session 2013-14. • Wifi reading room facilities made available for the faculty members.
Research and Development	• A Research committee has been formed in the college. • This committee is empowered to create a favourableatmosphere for conducting various types of research.
Examination and Evaluation	• The conduct of Examinations and evaluation of papers etc. were done as per the guidelines of Utkal University, Bhubaneswar. • As per the new guidelines of CBCS syllabus, the college is holding its Midterm semester

	examination at UG PG level by its own
Teaching and Learning	Besides class room teaching, weekly seminars were organized by all the departments both at PG UG level for the benefit of students. • Model Question Banks were prepared by all the departments to acquaint students about question patterns. • Arrangement of tutorial and doubt clearing classes for the benefit of academically poor students.
Curriculum Development	• Our institution is an affiliated college of Utkal University. Hence the institution does not have a strategy of its own to develop curriculum. • Nonetheless our faculty members play an indirect role in their capacities as member of Board of Studies of the Utkal University to suggest and amend in the syllabus in their respective board meetings

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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 development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training the Trainer	Nill	30/10/2019	30/10/2019	42	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

College has conducted the Internal Financial Audit for the session 2019-20. For this purpose, an Internal Audit Committee was constituted and the committee met 04 times to prepare the Internal Financial report. The basic purpose of this audit was to identify financial activity undertaken in the college for the session 2019-20. The committee verified the source of financial support and the pattern of expenditure. For this purpose, the internal financial audit committee verified financial transaction documents, disbursement patterns, verified cashbook, DCR, Treasury challan, Bank documents and other vouchers. The committee found that there are two section as cash section and account section for the financial transaction. There are 26 cashbook available in the cash section. The team also verified DCR of the enrollment of the students, bank passbook etc. The committee found some discrepancies in maintenance of cash register and suggested measures to overcome it. So far the external audit is concerned, it is done by the Dept. of Higher Education, Govt. of Odisha through A.G Department in regular interval. The last external financial audit was conducted by the dept. of higher education in academic session 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE, Govt. of Odisha	Yes	AQAC
Administrative	Yes	DHE, Govt. of Odisha	Nill	Nill

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

Three meeting were organized among the parents, teachers and students during the academic session 2019-20. In this meetings, various issues to relating to academics and other related matters were discussed with the parents. To know their response on various matters, their feedbacks were collected. Thereafter, an analysis was made. Suggestions offered by the parents for the improvement of the educational environment of the college were addressed properly by convening meetings of various support branches.

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

NIL

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

1. Initiative for opening of a new academic building for extension of classroom

teaching. 2. Initiative for opening of new courses 3. Initiation for opening of New NCC Girls Wing.

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	Extra Mural Lecture on Gandhian Philosophy	12/09/2019	12/09/2019	12/09/2019	120
2019	Observation of Vigilance Week	23/10/2019	23/10/2019	23/10/2019	72
2019	Intergration Oath Observation of Vigilance Week	28/10/2019	28/10/2019	28/10/2019	60
2019	Rally on vigilance awareness	31/10/2019	31/10/2019	31/10/2019	110
2019	Faculty Development Programme	30/10/2019	30/10/2019	30/10/2019	40
2019	Observation of Ekta Diwas	31/10/2019	31/10/2019	31/10/2019	55
2020	A Motivation talk on De-addiction	27/01/2020	27/01/2020	27/01/2020	130
2020	Implementation of MO Sarkar	28/02/2020	28/02/2020	28/02/2020	40
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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

			Female	Male
programme				
Self Defence Programme for Girls	31/08/2019	16/11/2019	180	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
1. Tree Plantation programme by NSS wing of the college on 12.07.2019 2. Swachha Bharat Abhiyan rally organized by NCC unit of the college on 02.10.2019 3. Quiz competition, Essay competition organized by NSS unit to build awareness among students on the issues of Swachha Bharat Abhiyan on 14.09.2019.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	No	Nill
Ramp/Rails	Yes	10
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

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

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree plantation by NCC wing of the college. 2. Campus cleanness drive NCC

cadets. 3. Swachha Abhiyan Rally 4. Quiz and Essay competition on Swachha Bharat Abhiyan. 5. As a part of alternative source of energy requirement, the college has installed Solar Photo Volatic Cells installed by AZURE Power. This project having the capacity of 2.50kw.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

During the academic session 2019-20, IQAC has undertaken many quality initiatives relating to Teaching-Learning activity, initiation of Internal Academic Audit, Green Audit, Internal Financial Audit etc. Out of these above, two best institutional practices are - 1. Internal Academic Audit : For the first time, the IQAC has taken initiatives for the conduct of Internal Academic Audit. For this purpose, a committee was constituted who conducted the Academic Audit identifying the strength, weakness and challenges with a view to promote quality academic culture. Under this, all the academic departments were audited by the committee members on the basis of 25 parameters like teaching learning process, availability of learning resources, question bank, conduct of surprise test, quizzes, assignments. result analysis, students extra curricular and extension activity etc. After the audit, the committee found that most of the departments have adopted a good number of academic practices, nearly 80 to 100 syllabus has been completed, question banks are available. The departments also maintain student profile and students progression report. However, the team has found certain inadequacies with some departments and those departments has been recommended to improve their quality. One staff council meeting was called to apprise the recommendation and suggestions of the committee. 2. Green Audit : In the academic session 2019-20, the Green Audit system was also launched. For this purpose, a Green Audit Committee was constituted taking three Science faculty members. The committee undertook five broad parameters on the ambit of Green Audit. a. Mapping the bio-diversity resources b. Water audit c. Energy audit d. Launching of Green Club e. Sanitization Hygienic condition The team visited the campus and undertook a survey on the environmental resources available in the campus. The committee also surveyed sanitization and hygienic conditions of the college campus. After the survey, the committee prepared a report and made a number of suggestions for the future course of action for improvement of environmental surroundings of the college.

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

https://www.rajdhanicollege.org.in/pdf/BEST%20PRACTICES%20of%202019-20.pdf

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

Rajdhani College being an institution of higher learning makes consistent effort in empowering the youth and inculcating a spirit of fraternity, selflessness discipline among the students thereby helping them to carve out a niche for themselves as an integral member of the society. Thus our institution provides platform to the young students for involving themselves in the NCC, NSS YRC activities. NCC wing of the Rajdhani College is a sub unit of 6th Odisha Battalion, Puri, Odisha. Presently, 67 cadets have enrolled their names for NCC activities. It has a full time trained teacher who provides training and support activity to the cadets. The NCC wing organizes annual training camps, State camps sends its cadets outside the state for training. Besides regular training programme, this unit also conducts various community development and outreach programme for the cadet. In the academic session 2019-20, the NCC unit has organized rallies and meetings like Swachha Bharat

Abhiyan, Tree Plantation programme, observed International Yoga Day Kargil Victory Day etc. The NSS unit aims at all-round development of the students' personality through community service. In Rajdhani College, more than 80 students have enrolled their names in the NSS unit. This unit organizes various programmes relating to physical fitness, cleanness and addressed community issues. In the year 1920, several quiz, essay and painting competitions were held to highlight the importance of cleaning and plantation. The Swachha Bharat Abhiyan was also observed. Further the YRC unit of the college undertakes various programmes in order to foster a sense of duty along with the spirit of service, dedication and devotion. Currenly 92 volunteers have registered their names under the YRC wing of the college. In 1920, the YRC has organized a blood donation camp, a rally on Vigilance Awareness and observed Human Rights Day, Voter Day etc. Painting and essay competitions were organized to spread the awareness of the deadly effect of AIDS. Various support unit motivate the students to participate in the seminars, rallies etc. to promote a holistic teaching-learning environment and healthy exposure to social issues. The College provides ample opportunities to students from different streams to amalgamate academics and other co-curricular activities organized by different club and societies. With the NCC, NSS and YRC unit of the college working towards incorporating the spirit of mutual work, discipline and social responsibility for the community development and national building, the college contributes through towards students' empowerment through the multifarious activities of these units.

Provide the weblink of the institution
https://www.rajdhanicollege.org.in/pdf/INSTITUTIONAL%20DISTINCTIVENESS%202019-20.pdf

8.Future Plans of Actions for Next Academic Year

1. Construction of Mini Stadium, Indoor Hall and Development of College Playground The college play ground which caters the athletic and sports needs of nearly 2000 students was constructed 20 years back. With the growing no. of students, the playground needs expansion and re-construction. A proposal in this regard has been sent to Director, Sports and Youth Service, Odisha, Bhubaneswar. 2. Plan for construction of another Girls Hostel for SC/ST Students: The present girl's hostel can accommodate 60 no. of girls student only. With the increasing no. of girls belonging to SC/ST students, a proposal has been sent to Collector, Khurda for construction of another girls hostel inside the campus.