

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2012-2013



Estd-1963

Science College Hinjilicut, Odisha

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

The Questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities.
3. Academic and Research Output
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the Institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals .The survey results would enable the institution and the IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the entire survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering the questionnaire, please ensure that the question is omitted to have a holistic analysis.

This survey does not allow you to have access to the filled-up form, i.e the “done” butt information will automatically reach NAAC.

In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

1. Kindly provide the details of the Institution

Name of Institution:	Science College, Hinjilicut, Ganjam
Year of Establishment of the Institution:	1963
Address Line 1:	Main Road
Address Line 2:	
City/Town:	Hinjilicut
State:	Orissa
Postal code:	761102
Email Address:	principalsch@gmail.com

2. NAAC Accreditation/Reaccreditation Details

Year of Accreditation/Reaccreditation:	2007
Current Grade:	B+
CGPA:	76.10

3. Institutional Status

Affiliated Permanent-Non-Govt. Aided College.

4. Contact Person Details

Name of the Head of the Institution:	Dr.S.D.Rao
Contact Phone:	06811-240080
Email:	principalsch@gmail.com
Website URL:	www.sch.org.in
Name of IQAC Coordinator:	Dr.S.K.Padhi
Email:	

SECTION 1

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B. Sc/B.Com, BBA, BCA.)	5
Post Graduate(MA/M. Sc/M. Com etc)	1
Research Programmes (M. Phil/Ph. D)	0
Certificate Programmes-E.Com, EETC	2
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	0
Any other Programme offered (Specify)	0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programme designed	0
Programmes under revision	0
Interdepartmental Collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented-Lab equipment,Furniture,Teaching Plan and Progress Register,Grievance Redressal	4
Number of UGC/ any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation- Automation of Library	1
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	52
Total faculty on rolls	46
Faculty added during the year	0
Faculty positions vacant	6
Faculty left during the year	0
Total number of visiting faculty	0
Total number of guest faculty	0

8. Qualification of Faculty

Ph. D and Above	25
MPhil	08
Masters	12
Any other (Specify) PET-BPED	01

9. Faculty qualification improvement

Ph. D awarded to existing faculty	0
M. Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative Staff (Total sanctioned)	19
Administrative Staff (Actual Strength)	19
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total Sanctioned strength)	11
Technical Support Staff (Actual Strength)	09
Added during the year	0
Left during the year	0
Number of posts vacant	02

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (Social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
Year of establishment of IQAC	10	July	2008

13. Comparison of IQAC (Enter a number; 0 for nil)

Number of IQAC members	16
Number of Alumni in IQAC	02
Number of Students in IQAC	02
Number of Faculty in IQAC	04
Number of Administrative Staff in IQAC	02
Number of Technical Staff in IQAC	01
Number of Management Representatives	02
Number of External Experts in IQAC	02
Number of any other stakeholder and community representatives	01

14. IQAC meetings

Number of IQAC meetings held during the year	03
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15. Whether Calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed-opening of PG in Pol. Science & Odia	02
Number of value added programmes proposed-Extramural Lectures	01
Number of skills oriented programmes proposed-Martial Arts	01
Number of faculty competency and development programmes proposed	01
Number of other staff development programmes proposed	0
Number of students monitoring programmes proposed	07
Number of co-curricular activities proposed	20
Number of inter departmental cooperative schemes proposed-Physics-Electronics	01
Number of community extension programmes proposed-Plantation,Blood Donation & AIDS Awareness	03
Any other programmes proposed (Specify)	0

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	0
Number of value added programmes implemented-extramural lecture	01
Number of skills oriented programmes implemented-Martial Art	01
Number of faculty competency and development programmes-RC implemented	01
Number of other staff development programmes implemented	0
Number of students mentoring programmes implemented-Remedial coaching,Active Citizenship,Coaching class entry into services	03
Number of co-curricular activities implemented	20
Number of inter departmental cooperative programmes implemented	01
Number of community extension programmes implemented-Plantation and Blood Donation	02
Any other programmes suggested that are implemented (Specify)	0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of Seminars/Conferences/Workshops organized by IQAC within the Institution-workshop on accounts	01
Number of participants from the Institution	5
Number of Participants from outside	50
Number of external experts invited	02
Number of external conferences/ seminars/ workshop on institutional quality attended	0
Number of events conducted with IQACs of other institution as collaborative programmes	0

19. Did IQAC receive any funding from UGC during the year?NO **20. If the response to Qn.19 is Yes, please provide the amount received from UGC (Input 0-if NA/NIL-) Any other source including internal financial support from the management (Specify amount)**

Amount received from UGC	0
Amount received from any other source including College management	0

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Documentation of all Records and Reports.
- Organizing Remedial Coaching classes.
- Coaching class for entry in to Services.
- Computer Literacy for teachers.

SECTION III

In this section the events, activities and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development-Member Board of Studies Berhampur University	8
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	184
Average percentage of attendance of students	80%
Percentage of classes engaged by guest faculty and temporary teachers	0
Number of self financed programmes offered-BBA,BCA,E-Com & EETC	4
Number of aided programmes offered	0
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place?

24. Feedback details (If Answer to Question 23 is yes)

Percentage of courses where student feedback is taken	100%
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25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	5
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	0
Number of research publications in peer reviewed journals	10
Number of research publications in international peer reviewed journals.	0
Number of research publications in national peer reviewed journals.	05
Number of research papers accepted for publication in international peer reviewed journals.	0
Number of research papers accepted for publication in national peer reviewed journals.	5
Average of impact factor of publications reported	2
Number of books published	1
Number of edited books published	1
Number of books(Single authored) published	2
Number of books (Coauthored) published	0
Number of conferences attended by faculty	08
Number of international conferences attended	0
Number of national conferences attended	5
Number of papers presented in conferences.	5
Number of papers presented in international conferences	0
Number of papers presented in national conferences	5
Number of conferences organized by the institution	0
Number of faculty acted as experts resource persons	0
Number of faculty acted as experts resource persons- international	0
Number of faculty acted as experts resource persons- national	2
Number of collaborations with international institutions	0
Number of collaborations with national institution	0
Number of linkages created during the year	0

Total budget for research for current year as a percentage of total institution budget.	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year.	0
Number of Ph.Ds awarded during the year.	1
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities.	10%

SECTION IV

This section deals with Students Mentoring and Support System existing in the institution. This includes student activities, mentoring and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1376
Actual enrollment during the year	1045
Student dropout percentage during the year	5.5%
Success percentage in the final examination across the courses.	95.67%
Number of academic distinctions in the final examination and percentage	169 (52%)
Number of students who got admitted to institutions of national importance	80
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/SET	0
Number of students qualified GATE/CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

Yes

29. Student participation, if response is yes to Qn.28

Number of students participated	40
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30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn.30 is yes

Number of students participated	356
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32. Career guidance

Number of career guidance programmes organized	6
Percentage of students in career guidance programmes	42.69%

33. Is there provision for campus placement?

No

34. If yes to Qn.33

Number of students participated in campus selection programmes	0
Number of students selected for placement during the year	0

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn.35

Number of programmes organized	2
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37. Student activities.

Number of students participated in external cultural events	0
Number of prizes won by student in external cultural events	0
Number of cultural events conducted by the institute for the students	3
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events.	0
Number of students participated in state level sports and games events.	0
Number of students participated in university level sports and games events	0
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	0

events	
Number of prizes won by students in university level sports and games events	0
Number of sports and games events conducted by the institute for the students	20

38. Composition of students

Percentage of Scheduled Caste	10.85%
Percentage of Scheduled Tribe	3.72%
Percentage of other backward communities	37.39%
Percentage of women students	40.3%
Percentage of physically challenged	0.5%
Percentage of rural students	70%
Percentage of urban students.	30%

39. Scholarships and financial support

Number of students availing financial support from the institution	0
Amount disbursed as financial support from the institution	0
Number of students awarded scholarship from the institution	0
Number of students received notable national / international achievements /recognition	0

40. Students initiatives

Number of community upliftment programmes initiated by students-Plantation,Aids Awareness,Health & Sanitation	3
Number of literary programmes initiated by students-Wall Magazine,College Magazine	2
Number of social action initiatives based on science/environment initiated by students-Plantation,Awareness against use of polythine and awareness of hand wash	3
Number of student research initiatives	0

SECTION V

This section surveys the Governance and Innovation at the Institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

Yes

No

42. If the answer for Qn.41 is Yes, is the plan implemented and monitored?

Yes

No

43. Whether benchmarking is created for institutional quality management efforts?

Yes

No

44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Enhancing competence building
- Stipends for meritorious students
- Token of appreciation for services rendered by NCC/NSS/Rangers etc.
- Self defence training for students.
- Continuous Internal Assessment
Stakeholder feedback
- Self-appraisal by faculty members

45. Is a Management Information System (MIS) in place?

Yes

No

46. If answer to question 45 is Yes, Please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Dissemination of Information to staff and students

(enter the respective details corresponding to the serial numbers)

- Maintenance of records in conventional form for submission to university/college/government as and when asked for.
- Displaying list of students admitted in the college notice board.
- Students are provided with their answer scripts for self checking
- Regular meetings between the faculty and staff are convened to seek comments/ suggestions for improvement.
- Regular management body meeting are held for monitoring the smooth functioning of the institution.

47. Existence of learning resource management

	Yes	No
e-database in library		✓
ICT and smart classroom	✓	
e-learning sources (e- Books,e-Journals)		✓ ✓
Production of teaching modules		✓
Interactive learning facilities	✓	

48. Internal resource mobilization: Kindly provide the amount contributed

Research	0
Consultancy and training	0
Student contribution	Rs.3,13,500
Alumni contribution	0
wellwishers	0

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	Rs.18,09180. UGC Grants
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Amount spent for student welfare	Rs.100000
Amount spent for staff welfare	Rs.50000

50. Is delegation of authority practiced?

Yes	✓
No	

51. Does grievance redressal cell exist?

	Yes	No
Faculty	✓	
Students	✓	
Staff	✓	✓

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	3
Number of grievances resolved	3

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	2
Number of grievances resolved	2

55. Has the institution conducted SWOT analysis during the year?

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

(Outcome of SWOC Analysis of 2012-2013)

- Resresearch Oriented Faculty Members
- Consistent academic performance
- Centrally located institution

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

(Outcome of SWOC Analysis of 2012-13)

- Lack of consultancy services
- Lack of Industry and teaching collaboration
- Inadequate infrastructure for research

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

(Outcome of SWOC Analysis of 2012-13)

- To organize more skill oriented and entrepreneurship programmes
- Encourage more sports activities

60. Kindly provide two identified challenges/ threats from SWOC analysis (in bullet format)

(Outcome of SWOC Analysis of 2012-13)

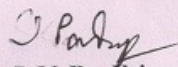
- To produce skilled, employable human resources
- Improving soft skill among students

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Institution has taken various steps to bring together in one place educational facilities of the highest order for training Rural women in all branches of academic activities.
- The principles adopted are those which are best suited to the need of the country and of the state.
- Emphasis is laid on the active learning process and on the cultivation of scholarly habits and scientific methods.
- College strives to make the students aware of the different career opportunities available which, if pursued shall ensure them a better future. With this in view efforts have been made for opening career oriented courses.
- Financial support has been extended by the UGC for Minor Research Project.
- Launching of a book on the Amazing Personalities of Odisha and Annual Literary Magazine published.

62. How do you perceive the role of NAAC in the quality development of your institution? (Suggestions in bullet format to be given below?)

- Made us aware our strength and weakness.
- Played a vital role as mentor.
- Better infrastructure facilities for students and staff.
- Introduction of more career oriented courses.
- Has brought about a greater involvement of various stake holders in the functioning of the college.
- Improved the management system.
- Enhanced research based studies.



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