

**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR) 2013-14**

Khariar Autonomous College, Khariar

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. It envisages the response pattern by the institution as a self-learning exercise in quality sustenance effort undertaken by the institutions.. 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 are surveyed to create a quality profile for the academic session keeping in view our envisaged 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” button is clicked, the 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

<b>Name of Institution:</b>	Khariar Autonomous College, Khariar.
<b>Year of Establishment of the Institution:</b>	1977
<b>Address Line 1:</b>	At/Po - Khariar
<b>Address Line 2:</b>	Dist – Nuapada, Odisha.
<b>City/Town:</b>	Khariar
<b>State:</b>	Odisha
<b>Postal code:</b>	766107
<b>Email Address:</b>	khariar.college@gmail.com

### 2. NAAC Accreditation/Reaccreditation Details

<b>Year of Accreditation/Reaccreditation:</b>	2009
<b>Current Grade:</b>	C
<b>CGPA:</b>	1.88 on 4 point scale

### 3. Institutional Status

Affiliated Permanent

### 4. Contact Person Details

<b>Name of the Head of the Institution:</b>	Dr. F. Deo
<b>Contact Phone:</b>	9437640449
<b>Email:</b>	khariar.college@gmail.com
<b>Website URL:</b>	khariarautocollege.org
<b>Name of IQAC Coordinator:</b>	Dr. S.Chatterjee
<b>Email:</b>	supriyojee@gmail.com

## 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 etc)	3
Post Graduate(MA/M.Sc/M.Com etc)	0
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	4
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	3
Any other Programme offered (Specify)	0

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

New programmes added during the year	2
New programme designed	2
Programmes under revision	0
Interdepartmental Collaborative programmes	3
Inter institutional collaborative programmes	3
Number of review committee recommendations implemented (Total)	5
Number of NAAC peer team recommendations implemented	5
Number of UGC/ any other expert committee recommendations implemented	5
Number of review committee recommendation under implementation	1
Number of NAAC peer team recommendations under implementation	0
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	40
Total faculty on rolls	36
Faculty added during the year	4
Faculty positions vacant	4
Faculty left during the year	0
Total number of visiting faculty	2
Total number of guest faculty	10

**8. Qualification of Faculty**

PhD and Above	07
MPhil	07
Masters	36
Any other (Specify)	(Net-0, B.Ed-5, PGDCA-10 LLB-2, PGDEE-0)

**9. Faculty qualification improvement**

PhD awarded to existing faculty	0
MPhil awarded to existing faculty	1
Any other degree awarded to existing faculty	0

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

Administrative Staff (Total sanctioned)	06
Administrative Staff (Actual Strength)	05
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	1

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

Technical Support Staff (Total Sanctioned strength)	2
Technical Support Staff (Actual Strength)	2
Added during the year	0
Left during the year	0
Number of posts vacant	0

## 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	08	09	2011

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

Number of IQAC members	8
Number of Alumni in IQAC	1
Number of Students in IQAC	0
Number of Faculty in IQAC	2
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	1
Number of Management Representatives	1
Number of External Experts in IQAC	1
Number of any other stakeholder and community representatives	0

### 14. IQAC meetings

Number of IQAC meetings held during the year	4
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### 15. Whether Calendar of activities of IQAC formulated for the academic year

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

Number of academic programmes proposed	2
Number of value added programmes proposed	5
Number of skills oriented programmes proposed	5
Number of faculty competency and development programmes proposed	3
Number of other staff development programmes proposed	2
Number of students monitoring programmes proposed	6
Number of co-curricular activities proposed	5
Number of inter departmental cooperative schemes proposed	2
Number of community extension programmes proposed	5
Any other programmes proposed (Specify)	0

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

Number of academic programmes implemented	2
Number of value added programmes implemented	5
Number of skills oriented programmes implemented	5
Number of faculty competency and development programmes implemented	3
Number of other staff development programmes implemented	2
Number of students mentoring programmes implemented	6
Number of co-curricular activities implemented	5
Number of inter departmental cooperative programmes implemented	2
Number of community extension programmes implemented	5
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	0
Number of participants from the Institution	0
Number of Participants from outside	0
Number of external experts invited	0
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?**

Yes

No

**20. If the response to Qn.18 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	
Amount received from any other source including College management	Rs. 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.
- raining on Entrepreneurship
- Distribution of BPL stipends.
- Short terms computer courses 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	26
Number of programmes in which evaluation process reformation taken up and implemented	3
Number of active teaching days during the current academic year	192
Average percentage of attendance of students	90%
Percentage of classes engaged by guest faculty and temporary teachers	8.07%
Number of self financed programmes offered	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?

Yes

#### 24. Feedback details (If Answer to Question 20 is yes)

Percentage of courses where student feedback is taken	60%
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#### 25. Is feedback for improvement provided to the faculty?

Yes

#### 26. Faculty Research, Projects, and Publication details for the year 2013\_14

Number of major research projects undertaken during the year	03
Number of minor research projects undertaken during the year	03
Number of major ongoing projects	0
Number of minor ongoing projects	01
Number of major projects completed	03
Number of minor projects completed	02
Number of major project proposals submitted for external funding	02

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.	01
Number of research publications in national peer reviewed journals.	0
Number of research papers accepted for publication in international peer reviewed journals.	02
Number of research papers accepted for publication in national peer reviewed journals.	01
Average of impact factor of publications reported	0
Number of books published	05
Number of edited books published	01
Number of books(Single authored) published	05
Number of books (Coauthored) published	0
Number of conferences attended by faculty	12
Number of international conferences attended	12
Number of national conferences attended	10
Number of papers presented in conferences.	02
Number of papers presented in international conferences	03
Number of papers presented in national conferences	32
Number of conferences organized by the institution	0
Number of faculty acted as experts resource persons	01
Number of faculty acted as experts resource persons- international	0
Number of faculty acted as experts resource persons- national	0
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.	0.0%
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 PhDs awarded during the year.	01
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities.	0.0%

## 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)	972
Actual enrollment during the year	789
Student dropout percentage during the year	11%
Success percentage in the final examination across the courses.	0%
Number of academic distinctions in the final examination and percentage	, %
Number of students who got admitted to institutions of national importance	0
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?

### 29. Student participation, if response is yes to Qn.27

Number of students participated	25
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### 30. Does student counseling and guidance service exist?

### 31. Student participation, if answer to Qn.29 is yes

Number of students participated	0
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### 32. Career guidance

Number of career guidance programmes organized	0
Percentage of students in career guidance programmes	0.0%

**33. Is there provision for campus placement?**

Yes

**34. If yes to Qn.32**

Number of students participated in campus selection programmes	150
Number of students selected for placement during the year	32

**35. Does gender sensitization program exist?**

Yes

**36. If Answer is Yes to Qn.34**

Number of programmes organized	2
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**37. Student activities.**

Number of students participated in external cultural events	45
Number of prizes won by student in external cultural events	10
Number of cultural events conducted by the institute for the students	15
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events.	43
Number of students participated in state level sports and games events.	05
Number of students participated in university level sports and games events	10
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	03
Number of prizes won by students in state level sports and games events	03
Number of prizes won by students in university level sports and games events	01
Number of sports and games events conducted by the institute for the students	03

### **38. Composition of students**

Percentage of Scheduled Caste	24.58%
Percentage of Scheduled Tribe	11.40%
Percentage of other backward communities	46.76%
Percentage of women students	23.44%
Percentage of physically challenged	0.25%
Percentage of rural students	79%
Percentage of urban students.	21%

### **39. Scholarships and financial support**

Number of students availing financial support from the institution	72
Amount disbursed as financial support from the institution	Rs. 17000.00
Number of students awarded scholarship from the institution	0
Number of students received notable national / international achievements /recognition	04

### **40. Students initiatives**

Number of community upliftment programmes initiated by students	07
Number of literary programmes initiated by students	03
Number of social action initiatives based on science/environment initiated by students.	04
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.40 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 42 is Yes, please list the benchmarking in various areas of development in bullet format**

- Introduction of new professional courses
- Enhancing competence building
- Stipends for meritorious students
- Token of appreciation for services rendered by NCC/NSS/Rangers etc.
- Self defence training for students.
- Students' literary club and wall journals.
- Go for external SWOC Analysis.
- Continuous Internal Assessment
- 100% stakeholder feedback
- Self-appraisal by faculty members

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

- Yes  
 No

**46. If answer to question 44 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. Research administration
6. Others

(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' records are maintained in conventional files.
- Students are provided with their answer scripts for self checking
- Research monitoring cell has been setup
- 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.
- Installation of CCTV, P.A. System and secured Wifi connection in the Administrative block.

**47. Existence of learning resource management**

	Yes	No
e-database in library	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ICT and smart classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e-learning sources (e- Books, e-Journals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of teaching modules	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interactive learning facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**48. Internal resource mobilization: Kindly provide the amount contributed**

Research	Rs. 1,25,000.00
Consultancy and training	Rs. 00.00
Student contribution	Rs. 18,31,500.00
Alumni contribution	Rs. 1,34,000.00
Well wishers	Rs. 86,500.00

**49. Infrastructure and welfare spending: Please specify the amount**

Amount spent for infrastructure development	Rs. 4,80,762.00
Amount spent for student welfare	Rs. 5,85,225.00
Amount spent for staff welfare	Rs. 89,240.00

**50. Is delegation of authority practiced?**

- Yes  
 No

**51. Does grievance redressal cell exist?**

	Yes	No
Faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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	4
Number of grievances resolved	4



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

Number of grievances received	0
Number of grievances resolved	0

**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 2012-13)**

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

**(Outcome of SWOC Analysis of 2012-13)**

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

**(Outcome of SWOC Analysis of 2012-13)**

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

**(Outcome of SWOC Analysis of 2012-13)**

**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 provide various academic and co-curricular facilities for the optimum use of college resources towards achieving academic excellence and all round development of the students keeping in view the challenges at the local and national level.

- 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. The faculty members take personal interest to guide the students towards various avenues open for them.
- Special importance is given to students, faculty and staff welfare.

**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.
- Has helped improve the teaching process.
- 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.
- Encouraged research based studies.

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