

# Annual Quality Assurance Report (AQAR)

## 2017-18

Submitted To:-

**UGC ERO, KOLKATA &**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Submitted By:-



**IQAC**

**MALYAGIRI MAHAVIDYALAYA ,PALLAHARA**

**AT/PO-PALLAHARA , DIST-ANGUL , ODISHA**

**PIN-759119**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (for example 2013-14)

2017-18

### I. Details of the Institution

1.1 Name of the Institution

MALYAGIRI MAHAVIDYALAYA ,PALLAHARA

1.2 Address Line 1

AT/PO-PALLAHARA

Address Line 2

DIST-ANUGUL , ODISHA

City/Town

PALLAHARA

State

ODISHA

Pin Code

759119

Institution e-mail address

[malyagiri119@gmail.com](mailto:malyagiri119@gmail.com)

Contact Nos.

06765279232 , 06765279133

Name of the Head of the Institution:

DR. CHANDRAMANI PRADHAN

Tel. No. with STD Code:

06765279232

Mobile:

9861446052

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

(The old site [www.malyagirimahavidyalaya.org](http://www.malyagirimahavidyalaya.org) has expired in Jan-2016)

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++	69.00	2006	2011
2	2 <sup>nd</sup> Cycle	B	2.07	2016	2021
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

Though the IQAC Committee was constituted on 08/07/2010, no significant progress of the Cell was seen from this date and even no AQAR was submitted. After getting UGC fund of Rs. 3.00 Lakh , the Cell was reconstituted & established on **09/08/2014** and from this date it is functioning properly.

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

AQAR	Date of Submission	Received Acknowledgement on
AQAR-2016-17		
AQAR-2015-16		
AQAR-2014-15	13/11/2015	13/11/2015
AQAR-2013-14	28/04/2016	28/04/2016
AQAR-2012-13	28/04/2016	28/04/2016
AQAR-2011-12	30/04/2016	03/05/2016
AQAR-2010-11	13/05/2016	18/05/2016
AQAR-2009-10	23/05/2016	

#### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

UTKAL UNIVERSITY ,  
BHUBANESWAR ,ODISHA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives(Guardian)

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 01 (One)

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff /Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Annual Best Graduate Awards have been initiated and given to one BA and one BSc pass out students securing highest percentage of marks.
2. Steps have been taken for remodelling of College Logo with multicolours.
3. Library website has been developed and also library automation process has been implemented with a suitable internationally used open source Role-based software PenBiblio which has been installed in a web server and also with the facilities of Web-OPAC.
4. The teachers and students feedbacks are also collected on all the matters.
5. Teachers assessment has been done through Feedback.
6. Teachers' self appraisal has also been implemented.
7. The College website has also been updated regularly by IQAC.

8. Initiation for implementation of College Accounting Procedure Automation (CAPA).
9. AISHE survey Conducted.
10. Parent Teacher Association bye law has been designed and approved in the PTA meeting.
11. Guidance for budget preparation and the CAPA implementation.

#### 2.15 Plan of Action by IQAC/Outcome.

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

<b>Action Plan At the beginning of the Year</b>	<b>Achievements At the End of the Year</b>
i. To establish a smart class room.	The College is seeking of funds for construction of such room and has applied to DHE, Govt. of Odisha for infrastructural assistance. (The grant has already been sanction now)
ii. To fit CCTV camera.	Now the CCTV has been fitted in the surroundings of the Principal's office.
iii. To make LAN of 15 computers in the office , SAMS and Library.	Done successfully.
iv. To conduct user survey for library.	Done.
v. To organise the PTA meeting with designing and approval of bye-law.	Organised.
vi. To approach the MLA & MP for the sanction of funds from LAD for the construction of Laboratories & smart class rooms.	MP/MLA were requested to sanction funds. They have given the assurance.
vii. To adopt some new Best Practices.	As per the decision of IQAC , Best graduate awards were given to 02 students , one from BA and another from BSc.
viii. To purchase Tally ERP 9 for automation of UGC accounts.	Purchased
ix. To prepare the Budget of the institution by a committee.	The Budget has been prepared by framing a committee headed by Accounts Bursar.
x. To conduct internal examinations for all the classes & subjects by respective teachers besides the Test examinations.	Unit wise tests were conducted for all most all classes by the respective teachers. The records

	were maintained by the teachers.
xi. To undertake extension activities by NSS , YRC wings of the College.	Several extension activities were undertaken reflecting the vision & mission of the College. The detail have been reflected in section-B.
xii. To recruit lecturers to fill up the vacancy in History , Economics , Pol.Sc. Odia & Zoology departments.	Lecturers were (contractually) appointed in the Department of Odia , History, Economics & Pol.Sc.
xiii. To participate in the University Level & College level Football & badminton competitions.	The students have participated in those competitions whose details are reflected in section B ,para-34.
xiv. To organize self defence training to Girls students if fund is received from Govt. of Odisha.	Self defence Training programme was organized with the funding from Govt. of Odisha. Details were reflected in Section-B , para-34.
xv. To increase the Collection of books in the Library.	New Books have been purchased. Details are given in Section B ,para-27.
xvi. Beautification of College campus by NSS wings of the College.	Some new flowering flora were planted in the College campus with plantation of medicinal plants by the Botany Dept.
xvii. To conduct AISHE survey.	AISHE survey was conducted for the year 2014-15 by College nodal officer Mr.B.K.Acharya , lecturer in Chemistry.
xviii. To open the study centre of Odisha State Open University.	Achieved.

\* Academic Calendar for 2015-16 is attached herewith. ( ANNEXURE-I)

2.16. Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

**To be placed in the coming GB meeting.**



## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02	00	00	00
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Elective Option**  
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NIL
Annual	02

- 1.3 Feedback from stakeholders\* Alumni  Parents  Employee  Students   
 (*On all aspects*)

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

##### ***Feedback Analysis is Annexed- Annexure-II***

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

No Revision has taken place.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

The seat strength in BSc has been increased from 64 to 92 (PCM-46, CBZ-46).

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	21	02		

2.2 No. of permanent faculty with Ph.D.

02

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	04		00					00	04

Contractual engagement of 03 Nos. of staff have been made.

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			03
Presented papers			01
Resource Persons			

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

To evaluate the students progress Unit tests have been introduced besides the normal Tests examination and also course coverage format have been developed and implemented for teachers.

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

180 days

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

Unit Tests are conducted regularly.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

01

as member of Board of Study/Faculty/Curriculum Development workshop.

Dr. Chandramani Pradhan has been nominated as the member of senate/syndicate of Utkal University.

2.10 Average percentage of attendance of students

66.5 %
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2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(Pass)	57	20.37	-	-	74.36	94.73
BA(Hons)	69	10.29	-	27.53	60.73	98.55
BSc (Pass)	27	-	-	-	100.00	100.00
BSc(Hons)	34	5.88	-	94.12	-	100.00

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

IQAC has designed & implemented the monthly course completion progress report format. The teachers' assessment by students feedback has also been planned and implemented by the IQAC. The feedback collected is analysed and the concerned teacher is intimated confidentially by the Principal if deficiencies is found. IQAC has played a vital role in internal communication and decision making process and constantly advising the Principal to monitor the Teaching & Learning Process. The College Library website and the Library automation task has been fully handled by IQAC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	02
Others (Seminars)	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	05	Nil	04
Technical Staff	10	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC encourages the teaching staff to participate in seminar/workshop/conferences , refresher courses and doing Ph.D & M.Phil.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			01
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons  As judges

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-						

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

-

-

3.19 No. of Ph.D. awarded by faculty from the Institution

-

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

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -

National level - International level -

3.22 No. of students participated in NCC events: NA

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC: NA

University level State level

National level International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other (YRC)

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

- Blood Donation Camp
- NSS Winter Special Camp from 26.09.2017 to 05.10.2017 at village *Seegarh*
- Orientation Camps for NSS Volunteers on 15-09-2017.
- Organisation of Swachha Bharat Abhijana , AIDS Day, Road Safety week, Voter's Day, Hand Washing Day, National Unity Day in respective day.
- Blood Donation Camp on 24-12-2017.
- Organisation of Active Citizenship (Film Show) programme sponsored by State Govt.
- Cleaning of College Campus
- Awareness Programme on Dengue.
- Self Defence Training programmes for Girls

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.00 A	-		10.00A
Class rooms	16	-		16
Laboratories	05	-		05
Seminar Halls	Nil			
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	NIL		UGC	22
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

- The Library has been automated by designing a website [www.mmplibray.in](http://www.mmplibray.in) and hosting in a web server. There is a link for the Online Library software Openbiblio, which is being used by the Library staff and admin user. The Books data have been entered in Excel sheet, converted to MARC format and then uploaded in the said software. There is a facility of OPAC whose links are given in College website and library website.
- The automation of College Accounts have been initiated by entering data in the CAPA Online software provided by the Govt. of Odisha
- Computerization of administrative works has been done to an appreciable extent. Salary Bills of Aided staff are being generated by the HRMS website. All the required forms & documents have been computerized. The College has appointed a Data Entry Operator exclusively for computer operation. The downloading & uploading of DHE letters are also done through dheorissa.in website. The day to day office works have been automated through Computers, printers, scanner, Xerox etc. The College has 10KVA Online inverter for power backup in the administrative works.
- The College is under Students Academic Management System (SAMS) of DHE, Odisha. The process of admission has been fully computerized w.r.t. online application submission, selection, publication of merit list, subject allocation, download of intimation letter, vacant seat status etc.
- The Online Exam Form Fill up and examination results for the Degree students are being published in the UUEMS website developed by Utkal University.
- CLC of the student is being generated online by the SAMS software.
- EPF works have been automated through the EPFO website & UAN numbers have been issued to the employee. As a result the employee are able to see and manage their accounts online.
- Audit Reports have been downloaded from the Local Fund Audit website.
- Service Books have been maintained online by the HRMS website.
- The College uses the treasury portal of the Govt. of Odisha on various services like uploading of the salary bill, GPF schedule etc.
- Online RoM and Online Registration Card, TR, Online Admit Card & Online Form Fillup is being done through the UUEMS website of Utkal University.
- The students are able to apply online for different scholarships like PMS through webportal provided by Govt. of Odisha.
- AISHE survey work has been done Online.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4030	1201932.07	77	16228.00	4107	1218160.07
Reference Books	3108		-	-	3108	
e-Books						
Journals	12	19770	0	0	12	19770.00
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)



	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments/ Library	Others (SAMS)
Existing	16	08				05		03
Added	07	01				04	02	
Total	23	09				09	02	03

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

The Networking of Computers at the Office, SAMS, Library, IQAC/UGC-NRC have been done successfully and the internet services are now available on all such computers. The teachers are provided with computers having internet access at UGC Network Resource Centre. The students are allowed to use computers of the IT-Lab. Seminar materials of the Students are prepared in the UGC network resource centre.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>0.30607</b>
ii) Campus Infrastructure and facilities	<b>2.01265</b>
iii) Equipments	<b>0.18000</b>
iv) Others	<b>1.40843</b>
<b>Total :</b>	<b>3.90715</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has activated different committees and cells of the College. Annual Best User Award of library and Best Graduate awards have been given to the selected students. Suggestion Box has been installed in the Library. Periodic user survey is conducted by the Library. Self defence training programme has been organised for Girls Students with the funding of State Govt. to enable the Girls students to fight against the atrocities. Some guests have been invited in special occasions to deliver talks on moral education. A new dynamic website [www.malyagirimahavidyalaya.ac.in](http://www.malyagirimahavidyalaya.ac.in) has been purchased with pages carrying the students support services and also students can login online to avail various services. New library website [www.mmplibrary.in](http://www.mmplibrary.in) has been designed and hosted by IQAC. The NSS and YRC wings have been instructed to place health conscious hoardings inside the campus. The PTA bye-law has been designed by the IQAC. IQAC has facilitated to allot funds to two meritorious students out of SSG fund.

## 5.2 Efforts made by the institution for tracking the progression

Tracking of students' progression is primarily done at the departmental level. All Hons. departments hold Three/four Unit Tests before promoting a student for University Examination and also Seminars are conducted. IQAC periodically hold meeting with the HODs and members to assess the academic progress with the concerned department if any problem arise.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
618	Nil	Nil	nil

### (b) No. of students outside the state

NIL

### (c) No. of international students

NIL

	No	%		No	%
Men	333	53.88	Women	285	46.12

Last Year						This Year					
General/ OBC	SC	ST	OBC	Physically Challenged	Total	Gener al	SC	ST	OBC	Physically Challenged/Mi nority	Total
359	93	11	-	05	570	153	99	142	221	03	618
		3									

Demand ratio 1 : 4.12

Dropout % -13.4

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

No such steps have been taken for Coaching for Competitive Examination.

### No. of students beneficiaries

No

## 5.5 No. of students qualified in these examinations : **NIL**

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

## 5.6 Details of student counselling and career guidance

Student Counselling and Career Guidance is done through the Officer in Charge of Career Guidance by inviting eminent personalities like Dr. Srikanta Mohapatra , Vice-Chancellor OSOU.

No. of students benefitted 49 Students have admitted under OSOU.

5.7 Details of campus placement :- NIL

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	Data Not Maintained

5.8 Details of gender sensitization programmes

- The college has a sexual harassment cells which take serious view on gender related issues.
- Self defence Training is imparted to Girls Students.
- The faculty members remain vigilant of any such incident inside the college campus.
- Awareness Programme is done on reduction of female sex ratio with the help of NGO.

5.9 Students Activities

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

State/ University level 29 National level - International level -

No. of students participated in cultural events

State/ University level - National level - International level -

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

Sports : State/ University level - National level - International level -

Cultural: State/ University level - National level - International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government (Fresh Applications mainly +3 1 <sup>st</sup> Year Students)*	158	525400

Students of all the Years 410 1345000  
 Financial support from other sources  
 Number of students who received  
 International/ National recognitions

5.11 Student organised / initiatives : **NIL**

Fairs : State/ University level  National level  International level   
 Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

Grievance :-	Whether Redressed
Opening of NCC	No
Instalment facilities for poor students	-Yes
Additional Toilets for Boys	Yes

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

<p><u>OUR SLOGAN</u></p> <p><b>“ Satya Meba Jayate”</b></p> <p><u>OUR VISION</u></p> <p><i>“To Become A Friend , Philosopher &amp; Guide of the Region by Incessantly Dispelling Ignorance And Inculcating Self-Confidence &amp; Knowledge.”</i></p> <p><u>OUR MISSION</u></p> <ul style="list-style-type: none"> <li>• To promote quality Higher Education through dedication and honest labour.</li> <li>• To generate opportunities for Employment and Community development.</li> <li>• To develop a Platform for Access to the world of Information.</li> <li>• To train the youth to get involved in socio-economic growth of the region &amp; lead a decent life.</li> <li>• To promote a sense of gender equality and to introspect the needs of the weaker section with sympathy.</li> </ul>
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6.2 Does the Institution has a management Information System

<p>Yes , the College uses the HRMS (Human Resource Management System) provided by the Govt. of Odisha.</p>
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### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

As the College is affiliated to the Utkal University , it has no scope to develop its own curriculum with the existing Programme. However the College send valuable suggestion on the same to the University through different means.

#### 6.3.2 Teaching and Learning

Seminars through OHP, LCD Projector, use of internet, Proctorial classes and doubt clear class. Question bank for students, OPAC of Library, engagement of contractual lecturers to compensate the academic loss.

#### 6.3.3 Examination and Evaluation

Besides the normal Test and University Exam. monthly Unit Tests are done mainly by the Hons. teaching departments. The answer books are shown to the students in respective Hons. classes. CBCS will be implemented from the session 2016-17.

#### 6.3.4 Research and Development

Dr. Chandramani Pradhan , Reader in Pol. Sc -cum-Principal has completed Ph.D form Utkal University.

Dr. Prasanta Kumar Sahu , Lecturer in History has also completed Ph.D from Utkal University.

Dr. Narendra Kumar Majhi , Ex.Lect. in History has undertaken a minor Research Project of UGC and also completed Ph.D.

#### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

- Library has been automated with Online web based software with the facilities of OPAC which is accessed through library website [www.mmplibrary.in](http://www.mmplibrary.in).
- A numbers of IT equipments have been purchased for Office & Library automation and setup of mini-language Lab.
- Tally ERP 9 has been purchased to automate the UGC accounts.
- Library Books have been purchased.
- A new LCD projector has been purchased for teaching & presentation purposes.
- Staff common room have been modernised with ceiling and Toilets for Ladies & Gents.
- New Commercial gas connections have been purchases out of the UGC fund for Office and Chemistry Laboratory.
- Morum have been spreaded in the two sides of the College road.

#### 6.3.6 Human Resource Management

Some faculty members with computer proficiency are given with crucial academic and administrative responsibilities. The College uses the Online HRMS provided by Govt. of Odisha.

### 6.3.7 Faculty and Staff recruitment

Two contractual staff in Economics ,History, Odia & Pol. Science have been reengaged during the session and the service of Mr. Manoj Kumar Biswal , IT , Mr. Bidyadhar Mahananda , Odia , Mrs. S.S. Mahakul have been regularised by GB.

### 6.3.8 Industry Interaction / Collaboration

No

### 6.3.9 Admission of Students

The admission to UG courses is carried out under the e-admission process through the Students Academic Management System (SAMS) an online software developed by DHE Odisha. The students are selected on the basis of the aggregate marks in the qualifying examination. The e-admission process is completely automated from the beginning to the end with full transparency.

### 6.4 Welfare schemes for

Teaching	GPF, EPF, Gratuity, Group Insurance, Life Insurance, Pension Scheme , Interest Free Salary Advance
Non teaching	GPF , EPF, Gratuity, Group Insurance ,Life Insurance, Pension Scheme
Students	Free ship , SSG , Safety Insurance ,Stipend , Scholarships

### 6.5 Total corpus fund generated

NIL

### 6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association.

Alumni help the college authority to solve the disputes during Students unrest. They also participate in the infrastructural development of the College.

Alumni members maintain discipline in the Annual Day celebration of the College.

Valuable suggestions are accepted from the members of Alumni.

Alumni members meet the MLA ,MP and Minister Higher Education to fill up the vacant posts and also for other developmental works.

6.12 A

The College encourages the Parents to give their valuable suggestions on the academic development. The meeting of PTA has been conducted and the bye law has been passed which has been developed by IQAC.

6.13 Development programmes for support staff

As the admission process is completely automated, teaching and non-teaching staff are allotted with the computer works and also they imparted with computer training. There is one Data Entry Operator in the College.

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

- A number of natural "Sal Trees" in the campus has been preserved by the College.
- Plantation programme is undertaken by NSS Units in the campus.
- The College Garden is maintained by the Botany Dept. , Gardener and the OIC of Campus beautification.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Film show under Active Citizenship Programme .
- Blood donation Programme.
- Unit Tests in all the Hons. Classes.
- Course coverage format and Feed-back collection and analysis
- Self defence Training programme for Girls Students.
- Reconstitution of GB.

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

**See Section 2.15**

The Library has been fully automated with the availability of Web-OPAC and the data has been entered in CMS-ERP for Examination , Fee Collection , SMS Module.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Annual Best User Award for Library.
2. Participatory Management
3. Empowering Women.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- a) The College maintains a good eco-friendly environment inside the campus with a very good number of tall *Sal Trees(Shorea Robusta)* which has been protected by allotting watchman and Gardener inside the campus.
- b) The NSS units undertake plantation programmes inside the campus for its beautification.
- c) The awareness programmes are conducted through orientations to students.
- d) Green audit has been conducted.

7.5 Whether environmental audit was conducted? Yes  No  Conducted during 2017-18



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

- a) The Institution still maintains the quality in teaching though most of the teaching & non-teaching staffs are under low salary structure through their dedications.
- b) More than 80 % students of the College belong to SC/ST / OBC and minority communities. So the College never collects capitation fees & donations from students. So the institution runs in a non-profit manner. Due to lack of resources the College is unable to provide justified salary to the Management/contractual Staff & Block Grant Staff.
- c) The College is situated in a rural, educationally backward and SC/ST/OBC dominated area. Due to poor financial conditions of the people of the locality they are not in a position to invest much in education.
- d) To enhance the quality in every field the College needs special attention from the Govt. of Odisha & GoI , Local MLA & MP and the people of the locality.
- e) SWOT Analysis has been conducted.
- f) The College has initiated the alienation case during 1979 for the College land and so lease have been sanctioned by GoO and the land of 10.00 acres have been converted from forest to *patita kizam*. Also the stage-I & stage-II clearances have been issued by the Central Govt. in favour of the College and now the College is waiting for the issue of ROR from the Revenue Dept. In the mean time Forest Department have imposed NPV against the College. So the *patta (ROR)* against the College Land have not been issued. As a result , the College is unable to get funds from RUSA and also every year a some thousands of money is being deposited towards getting the concurrence and affiliations towards different courses. However the College is trying to the level best to obtain the ROR.

**8. Plans of institution for next year(2018-19)**

1. To establish a Smart Class room.
2. To design a new dynamic website for the Library and to automate the library with Online software , data entry of library materials (books,....) and to available the OPAC.
3. To fit two/three additional CCTV camera in the Principal's Office.
4. To renovate the staff common room and toilets there in.
5. To purchase books & equipments out of the UGC-XII Plan funds.
6. To repair the class rooms' floors, doors & windows , damaged wooden doors & windows are to be replaced by Iron materials.
7. To Collect feed-back from students regarding Teacher's Performance.
8. To Collect feed-back from teaching & non-teaching staff regarding the functioning of the College.
9. To apply for recognition/affiliation for different courses for the session 2016-17.
10. To organize Blood donation Camp with the help of doctors & medical staff , by the NSS Units.
11. To collect feed-back from the Users of the library regarding the functioning of Library.
12. To recommend the names of 03 to 04 teachers for participation in refresher courses.
13. To allow study leave to 01 or 02 lecturer for perusing Ph.D , if they apply.
14. To file a writ petition in the Odisha High Court against the Forest Department in order to waive the NPV(Net Present Value imposed by the later to obtain ROR(patta) of the College Land.
15. To approach the local MLA/MP for the sanction of Smart Class Rooms & Laboratories.
16. To organize GB meeting.

17. To organize IQAC meetings.
18. To purchase Tally-9 software out of the UGC fund and to impart training to concerned staff to automate the accounts by Double Entry Book Keeping method.
19. To conduct seminar by Hons. Teaching Departments by inviting External expert.
20. To organize the meeting of Parent Teacher Association & to resolve the bye law & important decisions.
21. To organise meetings of GB sub-committee and GB.
22. To conduct IQAC meetings.
23. To implement the CAPA fully for automation of College accounts.
24. To take steps to rectify the mistakes done by auditors in the advance details of previous years by engaging qualified persons.
25. To send all the up to date UCs to UGC towards different expenditures.
26. To open all Hons. Subjects in rest of the pass subjects.
27. To construct Class room out of the infrastructural assistance from State Govt.
28. To apply for opening the IGNOU study centre.

Name : BHUPEN KUMAR ACHARYA

*Bhupen Kumar Acharya*

Signature of the Coordinator, IQAC

Name : DR. CHANDRAMANI PRADHAN

*Chandramani Pradhan*

Signature of the Chairperson, IQAC  
Principal

**Malyagiri Mahavidyalaya  
Pallahara, Dist-Angul**

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**COMMON ACADEMIC CALENDAR -2017-18****GOVT. OF ODISHA****DEPARTMENT OF HIGHER EDUCATION****MALYAGIRI MAHAVIDYALAYA, PALLAHARA, ANGUL**

Sl.No.	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2016-17	17.06.2017
ii (a)	Admission +3 1 <sup>st</sup> year Readmission	06.06.2017 to 24.07.2017 Two week after reopening of college
lii	Commencement of Classes +3 2 <sup>nd</sup> year +3 3 <sup>rd</sup> year	17.06.2017 --do--
iv.	Parents-Teachers Meet +3 1 <sup>st</sup> Year +3 2 <sup>nd</sup> year +3 3 <sup>rd</sup> year	08.09.2017 15.09.2017 22.09.2017 (At U.G. Level, parents-teachers meet can be arranged at Hons. Level/Stream Level. It is to be decided by the College authorities.)
v.	College Students' Union Election	Election to students' Union & other societies will be held on one day for all college and universities in a single date to be fixed by the Govt.
vi	Puja Vacation	26.09.2017 to 05.10.2017
vii	Test Examination/Semester End Examination Odd Semester (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> ) Even Semester (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> )	1 <sup>st</sup> week of December-2017 By the end of April, 2018
viii	X-Mass Holiday	25 <sup>th</sup> December 2017
ix	Annual Sports/Cultural week to conduct al competitions and functions.	02.01.2018 to 15.01.2018
x.	Filling up forms for University Examination.	As notified by Utkal University
xi.	Commencement of University Exam.	As notified by Utkal University
xii	Publication of Result +3 1 <sup>st</sup> /+3 2 <sup>nd</sup> /+3 3 <sup>rd</sup> Degree University Examination	Before 10 <sup>th</sup> June -2018 Within 45 to 60 days from the date of last theory examination.

xiii	Total no. of Holidays	72 days, excluding Sundays
xiv	Total no. of Reserve Holidays	Maximum 2 days
xv	Total no. of Teaching Days	Minimum 180 days
xvi	Summer Vacation	9 <sup>th</sup> May to 17 <sup>th</sup> June 2018

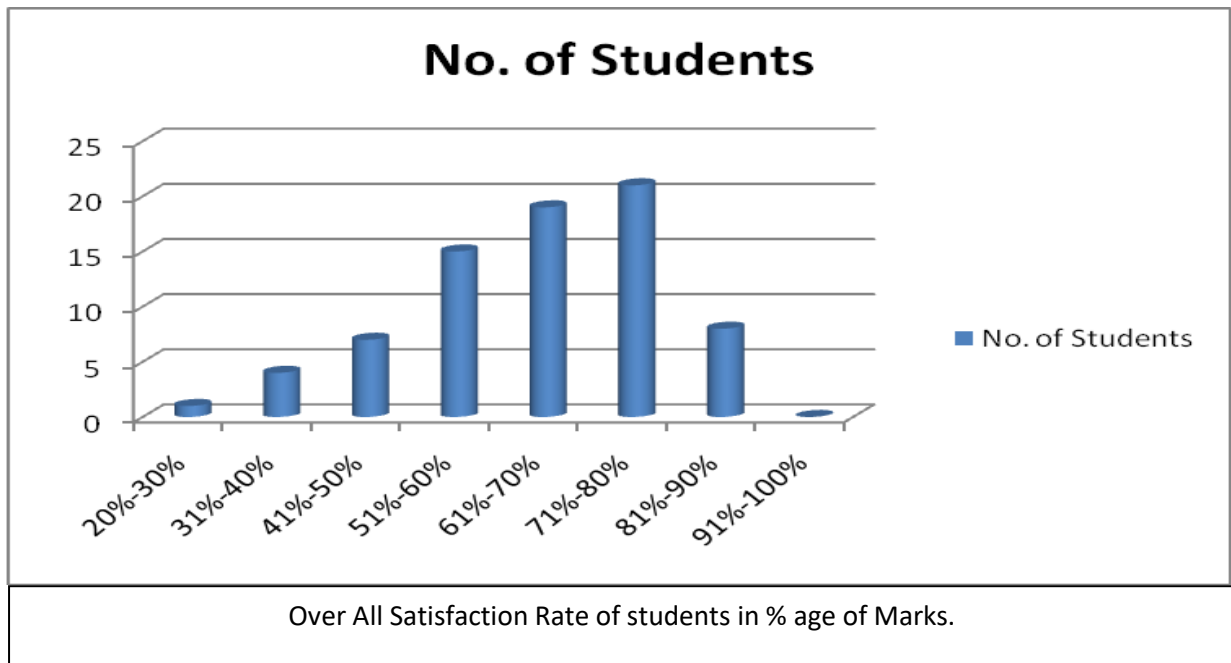
(N.B.- The above time-line may be modified by the Government as and when required)

Sd/-

Joint Secretary to Govt.

**Analysis of Feedback on All Aspects of +3 Arts/ Science Students(2017-18)**

Total Number of responses from +3 Arts/Science=75



There are 20 parameters on which feedback has been collected .