

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;

- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of

the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution (2016-17)

1.1 Name of the Institution	Rajdhani college
1.2 Address Line 1	Bermunda
Address Line 2	Bhubaneswar
City/Town	Bhubaneswar
State	Odisha
Pin Code	751003
Institution e-mail address	rajdhanicollege@yahoo.in
Contact Nos.	0674-2355263
Name of the Head of the Institution:	Dr. Jahan Ara Begum
Tel. No. with STD Code:	0674-2355263
Mobile:	91-9437095663

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

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>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.30	2006	21.05.2006 to 20.5.2011
2	2 nd Cycle	A	3.01	2016	01.12.2021
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.9 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))

- i. AQAR 2015-16 submitted online on 17.10.2016 (DD/MM/YYYY)4
 ii. AQAR_2014-15 submitted on 02.07.2015 (DD/MM/YYYY)
 iii. AQAR_2013-14 submitted on 23.06.2014 (DD/MM/YYYY)
 iv. AQAR (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.Ed

1.12 Name of the Affiliating University (for the Colleges)

Utkal University, Bhubaneswar

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="NIL"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="NIL"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	04 (Dates: 26.7.16, 9.9.16, 29.4.17, 17.6.17)
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="09"/> Faculty <input type="text" value="03"/>
Non-Teaching Staff	<input type="text" value="02"/> Alumni <input type="text" value="02"/> Others <input type="text" value="Students 02"/>

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

1. Quality Assurance in Higher Education , Seminar Organized by Education Department, talk delivered by Khetra Mohan Mishra, HOD, Edn. HOD Department , Banki Auto College,Cuttack, 28.03.17
2. Bonda Tribes of Malangiri, Seminar Organized by Sociology Department , Talk delivered by Dr. Debasishis Patra, Dept. of Odia, Rajdhani College,Bhubaneswar.
3. PM 's Jan Dhana Yagna, Seminar organized by Economics department on 22.08.2016.

2.14 Significant Activities and contributions made by IQAC

- Reading room with Wi-Fi facilities has been provided for the faculty members in the library
- Library modernisation and automation has been done.
- Software "JAWS" for blind students has been installed in the library
- Xerox facilities made available for the students in the library
- B.Ed course was introduced in a self-financing mode
- Study centre of Odisha Open University was opened inside the campus for the promotion of distance learning
- Governing Body meeting was held to discuss about academic and administrative activities of the college

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Installation of CCTV	CCTV cameras were installed at the Entrance Gate, Principal Chamber, Library, Corridors and Student Counters.
Installation of Xerox machine for the students	Xerox machine was installed for the students in the library
Subscription of Research Journals	40 no. of Journals were subscribed for promotion of Research and Academic activities
Career counselling for the students	A total number of 15 Career Counselling programmes were organized by Career Counselling Cell to appraise the students about career prospects
Activation of Alumni Association	Two Alumni meetings were organised to discuss about developmental and beautification activities of the campus
Preparation of question bank	All the departments prepared question banks for the students during the academic session 2016-17
Preparation of Time line for organizing seminars	All the departments prepared their own time line and detailed scheduled for organising seminars

* Attach the Academic Calendar of the year as Annexure. (Attached in Annexure-II)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

IQAC vigorously pursued to reconstitute the defunct Governing Body. After a long effort, the Governing Body of the college was reconstituted and the meeting of the Governing Body was held on 02.05.2016

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	Nil			
PG	02			
UG	17			
PG Diploma	Nil			
Advanced Diploma	Nil			
Diploma	01 (JVCCE)			
Certificate	Nil			
Others	01 (B.Ed)	01	01	01
Total	21			
Interdisciplinary	Nil			
Innovative	Nil			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1. M.A in Odia & Education 2. UG in 17 departments (Under CBCS syllabus implemented by Utkal University) from academic session 2016-17
Trimester	NIL
Annual	17 (UG old Pattern, +3 3rd year Students)

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

**Please provide an analysis of the feedback in the Annexure (Attached in Annexure-IV, V)*

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

Revision of Syllabi is made in accordance with Utkal University recommendations. During the academic session 2016-17, new CBCS syllabus was introduced both in UG & PG classes .

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

- B.Ed as new course introduced during the academic session 2016-17 in Self-finance mode.
- Odisha State Open University, Sambalpur has opened a study centre in the college during academic session 2016-17

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	08	17	NIL	NA

2.2 No. of permanent faculty with Ph.D.

18

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
08	01	17	03	NIL	NIL	NIL	NIL	25	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

38

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	06	07
Presented papers	01	02	03
Resource Persons	NIL	01	01

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

- Weekly seminars by PG & UG departments
- Power point presentation by faculty members and students
- Proctorial classes to develop close relation between teachers and students
- Collection of feedback from students and parents regarding academic activities
- Student performance and progress and tracking cell created to keep record of the final year students.

2.7 Total No. of actual teaching days

during this academic year

180

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

Examinations are conducted as per the University guidelines, rules and regulations

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

07(BOS) 02(SD)

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
+3 Arts Final Degree	289	25.95	17.99	46.36	2.2	92.73
+3 Science Final Degree	79	58.22	31.64	1.26	NIL	91.13
+3 Commerce Final Year	130	41.53	26.15	24.61	1.53	93.85

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

- Advises all the Heads of Departments to maintain records of Progression of Final year students (PG and UG) and hand over it to the Students Performance and Progression Tracking Cell(SPPTC).
- Assist the Career Guidance and placement Cell of the college to organise seminars, workshops in collaboration with professional agencies and companies to sensitize students about their future career prospects.
- Collects feedback from students and parents to assess the impacts of academic activities.
- Recommends all the Departments to conducts weekly Seminars and publish those Articles in the Annual Seminar Bulletins.

2.13 Initiatives undertaken towards faculty development

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

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	06	09	01	-
Technical Staff	02	02	-	01

Criterion – III

3. Research, Consultancy and Extension

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

- To explore the areas of research a 6 member Research Committee has been constituted on the recommendation of IQAC. This committee is empowered to create conducive research atmosphere in the college.
- To promote and facilitate research activities among teachers and students, 40 nos. of research journals are being subscribed during the academic session 2016-17

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		Dr. Debasis Patra , Assistant Prof. in Odia	2,55,000	To be submitted in 2018

3.4 Details on research publications

	International	National	Others
Peer Review Journals	–	03	–
Non-Peer Review Journals	–	–	04
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	2016-2018	UGC	2,55,000	2,55,000
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	-	-	-	-	65
Sponsoring agencies	-	-	-	-	Departmental

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

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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

06
12

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

Nil

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

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21 No. of students Participated in NSS events:

University level	20	State level	55
National level	22	International level	Nil

3.22 No. of students participated in NCC events:

University level	41	State level	18
National level	06	International level	NI

3.23 No. of Awards won in NSS:

University level	08	State level	06
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum	12	College forum	41		
NCC		NSS	20	Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility – (Annexure-04)

1) NSS wing volunteers participated in rally on the occasion of world population day on 11.07.16, organized by Utkal University, Bhubaneswar

- 2) NSS volunteers participated in Inter-State Youth Exchange Programme from 06.07.16 to 10.07.16, organized by Nehru Yuva Kendra & Lions Club, sponsored by Govt. of Meghalaya, held at Kalinga Stadium, Bhubaneswar.
- 3) 06 NSS volunteers participated in the National Integration Camp from 11.07.16 to 17.07.16 organized by Ministry of Sports & Youth Affairs, Govt. of India held at KIIT University Campus, Bhubaneswar.
- 4) NSS volunteers participated in organ donation rally organized by Utkal University, Bhubaneswar on 13.08.16.
- 5) NSS wing of the College organized a seminar on “Liquor Free Odisha Campaign” in collaboration with “Sambhabh” on 14.09.16.
- 6) NSS volunteers participated in Prerna International Green Army Regiment, in the field of Tree Plantation and Forest protection on 22nd & 23rd Oct 2016.
- 7) NSS volunteers participated in a workshop on “Digital India Programme”, sponsored by National E-Governance division of Ministry of Electronics & Tele Communication, Govt. of India on 24.10.2016 at Utkal University, Bhubaneswar.
- 8) NSS volunteers participated in National Unity Rally on the Birth anniversary of Sardar Ballabh Bhai Patel on 31st Oct. 2016.
- 9) Red Cross wing of the college organized two Blood Donation Camps & collected 100 units of blood on 27.08.2016 and 14.10.2016
- 10) Red Cross wing volunteer participated in “Swachha Bharat Campaign”.
- 11) Red Cross wing observed the International Yoga Day on 21.06.2016 Red Cross wing volunteers participated in Health Promotion campaign in a slum area of Bhubaneswar on 09.10.2016.

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	15 acres	NIL	Govt.	15 Acres
Class rooms	29 class rooms, 10 Galleries	NIL	Govt.	39
Laboratories	07	NIL	UGC	07
Seminar Halls	01	NIL	UGC	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	12,67,861	New	Govt.	
Others				

4.2 Computerization of administration and library

- Library computerisation work has been done by using the latest software by Interface Software Services.
- Reading room facility with Wi-fi facility has been provided for the teachers
- Laptops with printers facilities have been provided to each department.
- Desktops have been installed in the college office and examination section.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	-		1206	-	29393	
Reference Books	7653			5,03,750	7653	
e-Books	-	-	-	-	-	-
Journals	09	-	31	1,00,000	40	-
e-Journals						
Digital Database	-	-		79,703		
CD & Video	40	-	10	-	50	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23	01	01	00	01	02	08	03
Added	21	-	01	00	00	02	16	03
Total	44	01	02	00	01	04	24	06

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

- Computer training programme arranged for the teaching & non-teaching staff.
- Online e-admission system, e-despatch, HRMS,
- Provision for IT lab with Internet facility for the use of students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,14,925
ii) Campus Infrastructure and facilities	7,68,775
iii) Equipments	12,67,861
iv) Others	8,42,392
Total :	30,93,953

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Career counselling cell organized workshops, seminars for creating awareness among the students about future career prospects.
- Updating college website.
- Students awareness programme were organized through Students information cell to build awareness about newly implemented CBCS syllabus, exam pattern, question pattern and the valuation system.

5.2 Efforts made by the institution for tracking the progression

Students performance and progression tracking cell was created to collect information regarding the progress of final year students (UG & PG) through concerned HODs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1630	59	Nil	B.Ed. - 49

(b) No. of students outside the state

05

(c) No. of international students

NIL

Men	No	%	Women	No	%
	897	51.61		792	49.39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1137	151	158	93	-	1539	1288	195	213	-	-	1768

Demand ratio

Dropout %- about 03%

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

To prepare students to face competitive examinations, Career Counselling Cell, Students Information Cell & IQAC combindly organised seminars and workshops in which reputed coaching institution like NSB, Arifin, Reliance Education, etc.

No. of students beneficiaries

About 100

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

<u>CAREER COUNSELLING AND GUIDANCE</u>	
A total 15 nos. of seminars & workshops were organized during the session 2016-17 to orient the students about career prospects.	
Following organization were involved in this endeavour.	
Companies	Date
1) Main Stream charitable trust –	8.8.16
2) Corpus drive of TCS by MITS –	8.8.16
3) Reliance Education –	12.08.16
4) NSB Banking Carreer –	23.08.16
5) University Employment Information by Utkal University –	26.08.16
6) Centurian University for campus drive –	27.08.16
7) Arifin –	30.08.16
8) NSB Banking Carrer –	31.08.16
9) Srusti Academy –	09.09.16
10) Pinnacle Human Resources -	21.09.16
11) RCB Academy of Private Ltd. –	22.09.16

No. of students benefitted

About 50

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Gender Sensitization Cell and IQAC combinedly organized two Seminars on the following themes to create awareness among the students

1. Domestic violence – Issues and Challenges
2. Women Empowerment

Besides, one Street Play was organized on the theme “Beti Padhao, Beti Bachao”.

5.9 Students Activities

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

State/ University level 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	06 SSG	
Financial support from government	42 Sr. Merit, 25 Sr. merit renewed, 90 PMS, 90 PMS renewed, 18 minority	Scholarship distributed directly to students through e- transfer system
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level 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: No Grievance petition was filed by the students during the academic session: 2016-17.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To uphold and spread the values of enquiry, pursuit of excellence and humanism among students.
- To achieve the goals of equity and justice.
- To create a congenial environment for experiment ,innovation and progress

Mission

- To develop the spirit of Scientific Temper and Positive attitude among the students
- To achieve the status of autonomy
- To qualify for the status of Centre with potential for excellence.
- To encourage greater application of Inter-disciplinary approach in the study and research.

6.2 Does the Institution has a management Information System

- The Institution has its own MIS and is uploaded in the College website.
- The College also despatches its annual report on Educational and administrative activities to Ministry of Human Resource Development (AISHE).

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

6.3.1 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.

6.3.2 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.

6.3.3 Examination and Evaluation

- The conduct of Examinations and evaluation of papers etc. were done as per the guidelines of Utkal University, Bhubaneswar. However, the college conducts various class tests, pre-tests, tests, annual examination on its own.
- As per the new guidelines of CBCS syllabus, the college holding its Mid-term semester examination at UG & PG level by its own

6.3.4 Research and Development

- A Research committee has been formed in the college.
- This committee is empowered to create a favourable atmosphere for conducting various types of research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library computerisation and automation has been completed during the academic session 2016-17.
- Wifi reading room facilities made available for the faculty members.

6.3.6 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 about their future career prospects.

6.3.7 Faculty and Staff recruitment

Regular faculty recruitment is done by Govt. of Odish, through Odisha Public Service Commission.

Due to shortage of regular teaching staff, 38 Guest Faculties were recruited by the college through Open advertisement.

For filling of vacancies in the non-teaching staff categories, Govt. of Odisha made appointments from time to time.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

- As per the guidelines of Department of Higher Education, Govt. of Odisha, our college adopts the online e-admission system.
- 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 NCET.

6.4 Welfare schemes for

Teaching	-
Non teaching	Rehabilitation scheme as per the Govt. is in operation
Students	Various financial assistance scheme are offered by Govt. of Odisha for the benefit of SC, ST, OBC & Minority Students

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) have 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?

N.A

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

The College Development Council of the Utkal University organized various meetings among the affiliated colleges and appraise them to promote autonomy.

6.11 Activities and support from the Alumni Association

- During the academic session 2016-17, Alumni Association organized two (02) meetings on 21.08.2016 and 29.10.2016. Alumni association conducted a seminar on the theme “ Fakir Mohan Senapat’s” contribution to Odia Literature on 05.10.2016.
- During the time of NAAC Peer Team visit to the college from 10th to 12th Nov, 2016 the Alumni Association actively involved in the process and discussed various issues regarding college development with the members of NAAC Peer Team.
- Alumni Association installed an Aqua Guard, drinking water facilities, undertook the work of beautification of the campus, lightening of the campus, rebuild approach road of the college.
- It also reconstructed the college approach road

6.12 Activities and support from the Parent – Teacher Association

3 Meetings were organized among the students, parents and teachers of +3 1st, 2nd, 3rd year classes.

The Parents association interacted with the NAAC Peer Team members and discussed about various academic related issues.

6.13 Development programmes for support staff

ICT training programme was organized by IQAC with collaboration of JVCCE to impart computer training to teaching and non-teaching staff

Administrative and account training attended by Staffs both teaching and non-teaching

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

- Tree plantation programme organized by NSS wing of the college in collaboration with Forest department, Govt. of Odisha.
- NSS wing celebrated “ World Environment Day” and organized rally to create environmental awareness among the students
- Creation of Botanical Garden in the campus.

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.

- Software JAW for the blind students uploaded in the Library.
- Wi-Fi enabled reading Room for the teachers.
- Wall magazine by each department to display the creative activities by the students.
- Examination Section was computerised

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

- 60 seated Girls Hostel ready for occupation.
- 100 seated boy's hostel to be completed by 2018.
- Odisha State Open University has opened a Study Centre in the campus.
- Survey has been done for making the campus wifi enabled.

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

- Blood donation camp organized by Youth Red Cross wing of the college
- Rain water harvesting System become operational from 24.06.2016

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



(See Annexure – VI)

7.4 Contribution to environmental awareness / protection

- NSS volunteers of the college organized a rally on the occasion of "World Environment Day" on 05.06.16.
- Pollution free Puja and Civil Citizen – A Seminar conducted by Prerna in collaboration with NSS wing of the college.on 28.08.16.
- NSS volunteers organized Campus Cleaning programme for Tree Plantation for making the campus green.

7.5 Whether environmental audit was conducted?

Yes

No

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

STRENGTH	WEAKNESS
Location Advantage	Lack of Sufficient Infra Support
Efficient and Qualified Faculties	Lack of Adequate technical and support staffs
Computerised and Digital System	Lack of adequate teaching faculty
OPPORTUNITIES	CHALLENGES
Autonomous Status	Encroachment by outsider
Scope for expansion of the Campus	Proximity of College to the N.H leads to accident and noise pollution

8. Plans of institution for next year

- ✓ Soft Skill Development programme for the Students.
- ✓ Initiative for Development of Sports facilities including development of Play Ground.
- ✓ Initiative for Computer Lab for the Students.
- ✓ Activating NCC Girls Wing.
- ✓ Installation of Solar Roof-top project

Name Dr. Jayanta parida

Name Dr. Jahan Ara Begum

Jayanta parida
21-09-2017

Begum
21/9/17

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

**RAJDHANI COLLEGE, BHUBAENSWAR
ACADEMIC CALENDAR 2016-17**

(Based on Common Minimum Standard Guidelines, 2016-17,
Department of Higher Education, Govt. Of Odisha)

1. Re-opening of College	:	20.06.16
2. Admission (+3 1 st year Classes)	:	15.07.16 to 06.08.16
(PG Classes)	:	As per the Government Guidelines
3. Commencement of Classes		
+3 2 nd , 3 rd & PG 2 nd year	:	20.06.2016
4. Parent-Teacher Meeting		
+3 1 st year Classes	:	14.09.2016
+3 2 nd year Classes	:	21.09.2016
+3 3 rd year Classes	:	28.09.2016
5. College Union Election	:	As fixed by the Government
6. Puja Vacation	:	07.10.16 to 15.10.16
7. Test Examinations		
+3 1 st year Classes	:	1 st week of December
+3 2 nd year Classes	:	1 st week of December
+3 3 rd year Classes	:	1 st week of December
8. X-Mas	:	25 th Dec 2016
9. Annual Sports & Cultural week		
(to conduct all competitions		
& functions)	:	04.01.17 to 18.01.17
10. Filling up forms	:	+3/PG as notified by University
11. Commencement of Examination	:	+3 3 rd yr. – 3 rd week of Feb 2017
		+3 2 nd yr. – 3 rd week of Mar 2017
		+3 1 st yr. – 2 nd week of Apr 2017
		P.G – As notified by the University
12. Publication of results	:	Before 10 th June 2017
13. Total Holidays	:	72 days
14. Total no. of teaching days	:	180 days
15. Total no. of reserved holidays	:	02 days

16. Summer vacation : 9th May 2017 to 17th June 2017
17. Annual Seminar activities of Deptts. : During November
18. Seminar Bulletin : Publication before 31st Mar 2017
19. Workshops : During the month of November
20. Field Study : During November
21. Academic Outreach activity : During October

Rejwan 21/9/17

Principal

Rajdhani College, Bhubaneswar

PRINCIPAL
Rajdhani College,
Bhubaneswar

EXTENSION ACTIVITIES 2016-17

The NSS wing of the college undertook various social service related works. Some of the major activities are listed below.

- 1) NSS wing volunteers participated in rally on the occasion of world population day on 11.07.16, organized by Utkal University, Bhubaneswar
- 2) NSS volunteers participated in Inter-State Youth Exchange Programme from 06.07.16 to 10.07.16, organized by Nehru Yuva Kendra & Lions Club, sponsored by Govt. of Meghalaya, held at Kalinga Stadium, Bhubaneswar.
- 3) 06 NSS volunteers participated in the National Integration Camp from 11.07.16 to 17.07.16 organized by Ministry of Sports & Youth Affairs, Govt. of India held at KIIT University Campus, Bhubaneswar.
- 4) NSS volunteers participated in organ donation rally organized by Utkal University, Bhubaneswar on 13.08.16.
- 5) NSS wing of the College organized a seminar on “Liquor Free Odisha Campaign” in collaboration with “Sambhabh” on 14.09.16.
- 6) NSS volunteers participated in Prerna International Green Army Regiment, in the field of Tree Plantation and Forest protection on 22nd & 23rd Oct 2016.
- 7) NSS volunteers participated in a workshop on “Digital India Programme”, sponsored by National E-Governance division of Ministry of Electronics & Tele Communication, Govt. of India on 24.10.2016 at Utkal University, Bhubaneswar.
- 8) NSS volunteers participated in National Unity Rally on the Birth anniversary of Sardar Ballabh Bhai Patel on 31st Oct. 2016.

Youth Red Cross unit of the college was involved in Extension activities. Major programmes undertaken during academic year are mentioned below.

- 1) Red Cross wing of the college organized two Blood Donation Camps & collected 100 units of blood on 27.08.2016 and 14.10.2016
- 2) Red Cross wing volunteer participated in “Swachha Bharat Campaign”.
- 3) Red Cross wing observed the International Yoga Day on 21.06.2016 Red Cross wing volunteers participated in Health Promotion campaign in a slum area of Bhubaneswar on 09.10.2016.

21/9/17
Principal

Rajdhani College, Bhubaneswar

PRINCIPAL
Rajdhani College
Bhubaneswar

**STUDENTS' FEEDBACK
RAJDHANI COLLEGE, BHUBANESWAR**

Feedback received from the students reveal that, in general, students are satisfied with the teaching & learning process. The newly introduced C.B.C.S system is highly appreciated by the students. The laboratory and library facilities are up to the mark. However, Reading room facility needs to be improved. Students are satisfied with the peaceful & ragging free campus atmosphere. There is also demand for execution of skill development programmes in the campus.

Pragnya 21/9/17

Principal

Rajdhani College, Bhubaneswar

**PRINCIPAL
Rajdhani College
Bhubaneswar**

**PARENTS' FEEDBACK
RAJDHANI COLLEGE, BHUBANESWAR**

It is learnt from the feedback received from the parents that the admission process, classroom teaching & the examination system are highly satisfactory. Sports & games facilities need to be improved. There is demand for Hostel facilities for both Boys & Girls. The College canteen facilities need to be improved. Priority should be given to open new career and job oriented academic programmes in the campus.

Tapam
21/9/19

Principal

Rajdhani College, Bhubaneswar

PRINCIPAL
Rajdhani College
Bhubaneswar

BEST PRACTICES

- 1) Youth Red Cross unit of the college organized two Blood Donation Camps on 27.08.2016 & 24.10.2016, in collaboration with Health & Family Welfare Department (Capital Hospital) collected more than 100 units of blood in the above camps.

- 2) Roof top rain water harvesting system which was undertaken by Water Resource Department on a pilot basis in the college, became to operational during the academic session 2016-17.

Tagor
21/9/17

Principal

Rajdhani College, Bhubaneswar

PRINCIPAL
Rajdhani College
Bhubaneswar



RAJDHANI COLLEGE, BHUBANESWAR FEEDBACK FORM (STUDENTS)

Rajdhani College has been struggling for last 25 years to come into its own and has succeeded to a large extent as is evident from its status as a NAAC Accredited institution since 2006. A full-fledged degree college of the capital with a total strength of about 1600 students, the college is poised to usher into a phase of growth characterized by quality teaching, healthy learning ambience and a host of welfarist co-curricular pursuits by students. We are keen on taking all possible enabling measures & provide appropriate services & resources for which we seek honest information from you on certain key areas in the form of your responses to the following queries.

1. Student Bio-data

Name of Student	
Name of father/Guardian	
Class & Roll No. & Year of Study	
Subject (Degree Hons/PG)	
Contact No.	
Address	

2. Put a tick mark against each query in the appropriate box

<i>Dimensions</i>	Excellent	Very Good	Good	Average	Below Average
Classroom Teaching					
Library and Reading room facilities					
Laboratory Work					
Examination System					
Games & Sports facilities					
Dealings of the office Staff					
Co-curricular Activities					
Canteen Facility					
Campus Atmosphere					
Career Incentives					
Use of Computer & Net facilities					

Suggestions for further improvement of the college, if any

Signature



RAJDHANI COLLEGE, BHUBANESWAR

FEEDBACK FORM (PARENTS)

(We value your suggestions and opinions for further improvement of the institution)

1. Parent

Name	
Occupation/Employment	
Present Address	
Contact No.	
Email ID	

2. Your son/daughter

Name	
Course with Roll No.	
Stream/Year of Admission	

3. Are you an alumnus of this college : Yes/No

4. Your Opinion (Put tick mark in the appropriate box)

Dimensions	Excellent	Very Good	Good	Average	Below Average
Admission Process					
Class room teaching					
Examination System					
Hostel & Mess Facilities (If applicable)					
Sports & Games facilities					
Laboratory facilities					
Co-curricular activities					
Library Facilities					
Enhancement of Career & Job Opportunity					
Skill Improvement					

Suggestions for further improvement of the college, if any

Signature