



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution

SARBATI DEVI WOMEN'S
COLLEGE, RAJGANGPUR

- Name of the Head of the institution **Dr. Sasmita Lenka**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **06624 220352**
- Mobile No: **9937888117**
- Registered e-mail **sdwcrgp@gmail.com**
- Alternate e-mail **iqac.sdwcrgp@gmail.com**
- Address **AT/PO - RAJGANGPUR, DIST.
SUNDARGARH - 770017 (ODISHA)**
- City/Town **RAJGANGPUR**
- State/UT **ODISHA**
- Pin Code **770017**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated Colleges**
- Type of Institution **Women**

- Location **Semi-Urban**

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University SAMBALPUR UNIVERSITY
- Name of the IQAC Coordinator SAPAN KUMAR PANDA
- Phone No. 9238582320
- Alternate phone No. 9937888117
- Mobile 9238582320
- IQAC e-mail address iqac.sdwcrgp@gmail.com
- Alternate e-mail address sdwcrgp@gmail.com

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.sdwcrgp.ac.in/uploads/images/naac/65d58546aeb2c.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.sdwcrgp.ac.in/uploads/images/allpdf/academic_calender_2023-24.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.89	2010	28/03/2010	27/03/2015
Cycle 2	C	1.76	2018	26/09/2018	25/09/2023
Cycle 3	B+	2.51	2024	18/10/2024	17/10/2029

6. Date of Establishment of IQAC

15/01/2010

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept. of Higher Education	OHEPEE	WORLD BANK	2023-24	65,18,000/-
Dept. of Higher Education	Infrastructure Development	State Govt	2023-24	17,50,000/-

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. Ensuring timely, efficient, and progressive completion of academic, administrative, and financial responsibilities along with Audits.

2. Functionalizing of New Academic Building constructed under Infrastructural Development of College under World Bank Assisted Program (OHEPEE)

3. Renewal of Quality, environment and energy audits.

4 Coordinating activities of the institution's units (NSS, NCC, YRC, SPORTS) for smooth execution of events on National & International Days, along with organizing workshops and seminars.

5. Incorporating modern teaching and learning methods into the institution's educational practices

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>Ensuring timely, efficient, and progressive completion of academic, administrative, and financial responsibilities along with Audits.</p>	<p>Academic Audit was conducted first at department level by IQAC by adhering to the following things: Curriculum completion, Syllabus and CO-PO PSO mapping, CO-PO-PSO Attainment, remedial classes, maintaining academic records of students, mentoring and counselling of students under mentor-mentee system & use of ICT in teaching learning process. The academic audit was carried out by Prof. Pradipta Kumar Behera, Director IQAC, Sambalpur University. Financial audit for the session was completed by Govt. approved Chattered firm.</p>
<p>Functionalizing of New Academic Building constructed under Infrastructural Development of College under World Bank Assisted Program(OHEPEE)</p>	<p>New Academic building I and II was handed over to us by the Work agency executive and Sundargarh (Road & Building) Division, Sundargarh, in the presence of Principal, and IDP members on dated 22.11.2023 and 19.3.2024 respectively and started the process of making it functional.</p>
<p>Renewal of Quality, environment and energy audits .</p>	<p>Second year surveillance Audit with respect to Quality, Energy and Environment was completed successfully by approved third</p>

	party agency.
Coordinating activities of the institution's units (NSS, NCC, YRC, SPORTS) for smooth execution of events on National & International Days, along with organizing workshops and seminars.	Coordinating activities of the institution's units (NSS, NCC, YRC, SPORTS) for smooth execution of events on National & International Days, along with organizing workshops and seminars on regular basis.
Incorporating modern teaching and learning methods into the institution's educational practices	Steps taken by IQAC in incorporating modern teaching and learning methods into the institution's educational practices for which 14 interactive panel boards supplied by DMF sundargarh ,11 computers procured for all departments and steps taken to functionalise the 32 seated Computer Lab in new academic building.
Preparation and submission of IIQA and SSR for third cycle of Accreditation.	Keeping in view the due date of third cycle accreditation IQAC and its members whole heartedly prepared and submitted of IIQA and SSR for the Institution.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	05/11/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR
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• Designation	Principal
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3. Renewal of Quality, environment and energy audits.		
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<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
Governing Body	05/11/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	27/01/2025

15. Multidisciplinary / interdisciplinary

Multidisciplinary refers to the involvement of multiple disciplines or areas of study in a research project or endeavor. This can involve combining knowledge and expertise from different fields to address a complex problem or issue. Interdisciplinary refers to the integration of knowledge and approaches from multiple disciplines to create a new field of study or to solve a problem that cannot be addressed within a single discipline. This often involves combining concepts and methods from different fields to create a more holistic understanding of a topic or issue. Both multidisciplinary and interdisciplinary approaches

can be valuable in addressing complex problems or issues that require a broad range of knowledge and expertise. They can also facilitate the development of new insights and approaches that might not be possible within a single discipline. Our institute plans for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of the first, second and third years of undergraduate education. It allows students to tailor their course of study to their individual interests and goals by-

- Offering a range of core and elective courses: The curriculum might include a set of required core courses that all students must complete as well as a range of elective courses that students can choose from based on their interests. This allows students to customize their course of study to some extent, while still ensuring that they are receiving a well-rounded education.
- Providing multiple entry and exit points: Students might be able to enter the program at different points such as after completing the first year, second year or third year of study. Similarly, students might be able to exit the program at different points such as after completing the first year, second year or third year of study. This allows students to pursue their studies at their own pace and to take breaks or pursue other opportunities as needed.
- Maintaining the rigor of learning: While the curriculum may be flexible, it is important that the institution maintains the rigor of learning and ensures that students are receiving a high-quality education. This might involve setting high standards for coursework and assessments, providing support and resources to help students succeed and regularly evaluating and revising the curriculum to ensure that it is meeting the needs of students. The institute is taking efforts to provide a well-rounded and holistic education that aligns with the goals of the National Education Policy 2020. The college offers a range of multidisciplinary and interdisciplinary programs including and adopted a Choice Based Credit System which allows students to have flexibility in their course choices and encourages the integration of humanities and science with Skill Enhancement courses and Ethics and Value subjects. Overall, the institute is committed to developing the capacities of its students in an integrated manner as outlined in the National Education Policy 2020.

16.Academic bank of credits (ABC):

The Academic Bank of Credits facility is introduced by the Government of India in the National Education Policy (NEP) 2020. It has the provisions of creating a digital platform for the students that will store the academic credits earned by the

students of various higher education institutes across the country. Under National Education Policy-2020, the Government of India intends to enable students across the nation with the "Academic Bank of Credits" (ABC) system to fulfill the students' thirst for knowledge and education by providing academic flexibility. Academic Bank of Credits id will be an online repository where students' academic credit calculated on the basis of their class work and tutorials will be stored. It will offer the students a seamless mobility within or between degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption. The Credits deposited on the ABC id platform will be valid for the maximum seven years or the duration specified for a given discipline. Once the degree or certificate is collected by the students, all the credits earned by them till then will be deleted from their respective ABC accounts. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be "multiple exits" & "multiple entries" points during the higher education tenure and the credits will be transferred through the ABC seamlessly. Academic Bank of Credits (ABC) can be considered as an authentic reference to check the credit record of any student at any given point in time. The concept of ABC is like fuel to boost the efficiency of faculty and help students to embrace a multidisciplinary educational approach. The idea is to make students skillful professionals and help their overall development. Our institute is affiliated to Sambalpur University, and as per the guidelines of NEP 2020 and university registration in Academic Bank of Credits is an important mandate under National Education Policy for ministry of Education, Government of India and State Government of Odisha. The State Government has also recognized ABC as a foundation for implementation of multi disciplinary Education, enabling an ecosystem which offers more flexible career choices to students. The institute has been informed by the university about the necessary action regarding an implementation of ABC. The institute has formed a committee and onefaculty has been appointed as a nodal officer for the proper implementation of ABC. The faculties of the institute instructed the registration process to the first year students of all programs. The students have opened their account on Digi Locker from ABC console. The students submitted their ABC id to the institute's Exam Section and the institute has registered it on the university website under Academic Tab

17.Skill development:

The main purpose of these courses is to provide students life-skills so as to increase their employability. A Student opting for Honours is offered two SEC papers along with Ethics and Value. The institution offers two Skill Enhancement Courses (SEC), Communicative English (SEC-I) and Quantitative and logical thinking (SEC-II) Communicative English -This course aims to engage the students more creatively to improve their English language and communication skills. The main intent of this paper is to strengthen the language competency of graduate students, majority of who are set to enter the job market with high hopes. Needless to say, a good command over English language is one skill which various companies expect from the prospective employees. The course content is adopted from the study material of University and HED, Govt. of Odisha. They have had the experiences of conducting faculty development programme under Project Genesis in Odisha. Quantitative and logical thinking -The main intent of this paper is to strengthen the quantitative & logical thinking of undergraduate students, majority of who are set to enter the job market with high hopes. Needless to say, a good command over Quantitative Aptitude and Logical Thinking is one skill which various companies expect from their prospective employees. In addition to the above, we have partnership with Nandi Foundation - Tech Mahindra Group to take Mahindra Pride classes which includes in improving Life skills, Soft Skills, Communication Skills, Presentation Skills and Interview skills of the students. Apart from that the College has been organizing field trips and study tour in enhancing their skill development.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

An appropriate integration of Indian Knowledge systems in education involves incorporating traditional Indian knowledge and practices such as teaching in Indian languages and promoting Indian culture into the curriculum and teaching methods. This is done through a variety of approaches including: 1. Teaching in Indian languages: This involves using Indian languages as the primary medium of instruction, rather than English or other foreign languages. This can help students to understand and connect with the knowledge and culture of India. 2. Incorporating Indian culture into the curriculum: This involves including topics such as Indian literature and history in the curriculum. This can help students gain a deeper understanding and appreciation of Indian culture and heritage. 3. Using online courses: With the increasing availability of online education platforms, it is now possible to access a wide range of Indian

Knowledge system based courses online. These courses can be a convenient and flexible way for students to learn about Indian Knowledge systems and culture. Overall, the appropriate integration of Indian Knowledge systems in education can help students to gain a deeper understanding and appreciation of Indian culture and heritage and can also help to preserve and promote traditional knowledge and practices in modern times. Events gain a deeper understanding and appreciation of Indian culture and heritage. The institute is taking initiatives to integrate Indian Knowledge systems into its curriculum and teaching methods including through the use of Indian languages and the incorporation of Indian culture into the curriculum. The institute offers a range of degree courses taught in Indian languages and is also planning to offer various certificate courses on online and offline mode to introduce students to Indian culture and traditions. These efforts are aimed at promoting Indian language culture and traditional knowledge at the grassroots level and align with the goals of the National Education Policy 2020. Our institute actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture. We adopted three language systems for running the programmes of UG Courses.. We use English as an international language, Hindi as the national language and Odia as a state / regional language in our curriculum. All the Humanity subjects are taught in bilingual mode i.e Odia and English. To preserve and spread Indian culture and tradition, we organized various activities such as traditional day celebrations, Mehandi, Rangoli, Dance, Singing, Puchi , Sankhanaad and various festivals and Odia Bhasha Sammilani etc. We inculcate Indian culture and values through the participation of students in university level youth festivals.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-based education is a teaching approach that focuses on the outcomes or goals of the learning process rather than the content or methods used to achieve those goals. In outcome-based education, the emphasis is on what students should know, understand and be able to do because of their learning rather than on the specific content or methods used to achieve those goals. There are several key characteristics of outcome-based education

1. Clearly defined learning outcomes: Outcome-based education involves defining the specific knowledge, skills and abilities that students should acquire as a result of their learning. These outcomes should be specific, measurable and achievable.
2. Student-centered learning: Outcome-based education

focused on the needs and goals of the individual student rather than on a predetermined curriculum or teaching methods. This allows students to take an active role in their own learning and to tailor their learning experiences to their own needs and interests. 3. Assessment of learning outcomes: In outcome-based education, assessment is used to measure whether students have achieved the desired learning outcomes. This may involve a variety of assessment methods such as exams, projects, essays, presentations and portfolios. 4. Flexibility and adaptability: Outcome-based education is flexible and adaptable allowing for a range of teaching methods and approaches to be used to achieve the desired learning outcomes. Outcome based education has a student centric approach that focuses on the goals and outcomes of the learning process. It aims to provide a flexible and adaptable

20.Distance education/online education:

Although Sarbati Devi Women's College primarily offers education in regular, in-person mode, the institution has made significant strides in providing online education opportunities through various Information and Communication Technology (ICT) facilities. While there are no formal distance education programs, the college recognizes the importance of integrating online learning tools to enhance the educational experience and meet modern demands. This focus on digital education aligns with the broader educational shifts emphasized by the National Education Policy (NEP) 2020. The college's commitment to online education is reflected in its robust ICT infrastructure, which includes a user-friendly website that links to free online educational platforms, such as the Virtual Tutorial Project (VTP). Launched by the affiliating Sambalpur University, VTP provides video tutorials in a bilingual mode, making it easier for students to understand the course material. This platform serves as a valuable resource for students seeking supplemental online learning material, especially for those who prefer a self-paced learning approach. Moreover, this College is equipped with state-of-the-art facilities to support online education. The campus features three smart classrooms and 18 smart halls, all equipped with the latest technology to facilitate interactive and digital learning experiences. These spaces, along with free WiFi available throughout the campus, enable both students and teachers to access online resources, conduct virtual classes, and participate in webinars, workshops, or other online educational activities. The college's preparedness for online education proved especially crucial during the COVID-19 pandemic, when

physical classes were suspended. Leveraging the available online platforms, smart classrooms, and virtual tools, the college successfully transitioned to remote teaching, ensuring that students' learning was not disrupted during the lockdown period. In conclusion, while distance education is not a formal component of the college's offerings, Sarbati Devi Women's College effectively utilizes online education tools and ICT facilities to complement its regular academic programs. This blended approach allows students to benefit from both traditional classroom instruction and the flexibility of online learning.

Extended Profile

1.Programme

1.1	11
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	873
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	429
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	144
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	32
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	32
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	28
Total number of Classrooms and Seminar halls	

4.2	201.88
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	28
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sarbati Devi Women's College effectively implements the curriculum prescribed by Sambalpur University through a well-structured academic process. The college follows the Choice Based Credit System (CBCS) and prepares its academic calendar based on the university schedule. The Academic Committee, comprising the

Principal and all Heads of Departments (HoDs), ensures smooth planning and coordination of the curriculum, including internal assessments, exams, holidays, and special events like Annual Day and Sports Day. Each department prepares its course calendar and allocates teaching assignments based on faculty expertise. Faculty members design Course Outcomes aligned with Program Outcomes, ensuring high academic standards through Bloom's Taxonomy.

To enhance learning, the college incorporates various teaching methods such as model-based learning, group discussions, workshops, seminars, and industrial visits. Special focus is given to slow learners through remedial classes, while advanced learners are encouraged to pursue additional courses. The course content is carefully reviewed and uploaded to the institute's website after approval from relevant authorities. The College Governing Body plays a pivotal role in overseeing academic performance, ensuring resource allocation, and maintaining financial transparency. It ensures compliance with regulations, promotes research, and engages with stakeholders to maintain the institution's academic and administrative excellence.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/nac/PO,PSO,CO.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar set by the Higher Education Department of Odisha Government guides the activities of higher education institutions, including teaching schedules, holidays, and Continuous Internal Evaluation (CIE). Sarbati Devi Women's College, Rajgangpur follows the university's academic calendar strictly for its Science, Arts, and Commerce streams. The college implements the CIE under the supervision of Heads of Departments (HoDs), ensuring regular assessments through quizzes, assignments, and mid-term exams. The academic calendar also includes a list of holidays like Republic Day, Holi, Utkal Divas, Diwali, and summer vacations, among others. Key Features of the Academic Calendar:

1. Semester Dates: The calendar provides start and end dates for two semesters (odd and even), each lasting around six months.

2. Continuous Internal Evaluation (CIE): Institutions must conduct at least two CIE assessments per semester, including quizzes and mid-semester exams.

3. Teaching Days: A minimum of 180 teaching days is ensured for regular classes, tutorials, and practical sessions.

4. Examinations: The calendar schedules mid-term exams during the 9th to 10th week, with final exams at semester-end as per University Time Table.

5. Holidays and Vacations: It outlines public holidays, vacations, and local holidays as declared by the principal.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/academic_calender_2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

229

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

229

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates key crosscutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum across various courses. In the area of Professional Ethics, the course "Ethics & Values" (AECC) offered in the 1st semester for B.A., and B.Sc. students emphasizes the application of ethical principles to real life situations. Regarding Gender, courses such as "History of India" and "Feminism: Theory & Practice" for B.A. History and Political Science students, explore gender roles and social stratification in Indian society, while addressing feminist movements and gender inequalities. In terms of Human Values, the course "Gender & Human Rights" (B.A. English, 2nd semester) examines societal issues related to caste, race, and gender oppression. Courses related to Environment & Sustainability, such as "Environmental Studies" and "Development Economics," educate students on topics like pollution, resource management, and sustainable development, fostering awareness about environmental challenges. Through these courses, the institution aims to equip students with a deep understanding of ethics, gender dynamics, human rights, and environmental sustainability, preparing them to address real-world challenges with a sense of responsibility and social consciousness

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

272

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

272

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sdwcrgp.ac.in/uploads/images/allpdf/Feedback_analysis_2023-24_compressed_1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

320

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

228

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Sarbati Devi Women's College is committed to supporting all students, considering their economic background and language differences. Initially, students may hesitate to interact, but faculty members actively monitor their learning levels through various methods like induction programs, class participation, assignments, mind games, debates, and problem-solving sessions. Faculty members identify slow and advanced learners based on their classroom engagement and performance in class tests. Slow learners receive additional support through remedial classes, online revision sessions, and seminars. Special tests and audio aids in the vernacular language are also provided. Fast learners are assigned self-study topics, self-learning courses, and encouraged to engage in activities like debates, research webinars, creative writing, and entrepreneurship programs. The college follows the semester system under Sambalpur University's Choice Based Credit System. Students scoring 60% and above are classified as fast learners and can undertake projects in their final year. Those scoring between 45-50% receive extra care from mentors. Students are also encouraged to participate in co-curricular activities like debates, quizzes, essay writing, and seminars, and extracurricular activities like sports, Youth Red Cross, NCC, and NSS for holistic development. The college aims to nurture students' creative abilities, leadership skills, and academic growth, ensuring their bright future.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
873	32

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Sarbati Devi Women's College employs student-centric methods such as experiential learning, participative learning, and problem-solving to enhance the learning experience. For Science students in Physics, Chemistry, Botany, Zoology and Mathematics and Arts students in Education and Home Science, a practical learning is emphasized through group-based experiments in laboratories and fieldwork. Teachers supplement lectures with data charts, ICT enabled presentations, and group discussions to engage students interactively. Seminars and project presentations further encourage participative learning. The college's mentoring system ensures personal attention, with each teacher assigned to specific students, meeting weekly or as needed to address academic, personal, or psychological issues. This approach helps rural students who may have inconsistent attendance, offering guidance and course updates. Students and teachers maintain communication through email and WhatsApp, where study materials and e-resources are shared. Sophisticated lab equipment, project work, industrial visits, and MoUs with organizations and institutions support experiential learning. Departments also organize group discussions, quizzes, role-plays, study tours and seminars to promote skill development, logical reasoning, and career growth. The mentor-mentee relationship fosters a positive campus environment, ensuring regular attendance, improved academic performance, and strong teacher-student bonds. These methods collectively contribute to students' holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/MOU4.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Sarbati Devi Women's College integrates ICT-enabled tools to enhance the teaching-learning process, making education more engaging and accessible. With 14 smart classrooms, 4 smart halls, an e-library, and a Wi-Fi-enabled campus, the college encourages faculty members to utilize modern technology for effective instruction. Teachers use platforms like Google Meet, Microsoft Teams, Zoom, for online classes and seminars. They also use virtual tutotial project lunched by the affiliating university, which is regularly updated with e-Lecturers with audio video effects for the students. ICT allows for flexible education, greater learner motivation, and autonomy. It also provides easy access to teachers and e-resources, offering a more organized and practical learning experience. This system minimizes issues like student indiscipline and unrest, creating a more focused learning environment. The IQAC cell has taken proactive steps to motivate faculty members to adopt ICT tools, which have proven effective in fostering quality education and personality development. Moreover, teachers guide students on accessing online course materials and resources, promoting independent research and learning. This approach ensures that ICT becomes a powerful tool for expanding educational opportunities and improving the quality of education at Sarbati Devi Women's College.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sdwcrgp.ac.in/home/ict

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At Sarbati Devi Women's College, the mechanism for internal assessment is transparent, structured, and follows the guidelines set by Sambalpur University. The college conducts Continuous Internal Evaluation (CIE) to assess students' academic progress through a combination of written tests, assignments, projects, and presentations. The assessment schedule, including test dates, submission deadlines, and evaluation criteria, is shared with students well in advance through notice boards, WhatsApp groups, and direct communication with faculty members. The internal assessments are conducted twice each semester. The first assessment typically includes quizzes, assignments, or class tests, while the second focuses on mid-term exams. In addition, for practical subjects, students are evaluated based on their laboratory performance and viva-voce. The evaluation process is transparent, with answer scripts and feedback provided to students to help them understand their mistakes and improve. Marks from internal assessments contribute significantly to the final grade in each subject as per the Choice Based Credit System (CBCS). The college ensures that the assessments are conducted fairly and uniformly across all departments, with periodic reviews by the Heads of Departments (HoDs) to maintain consistency and reliability. This robust system ensures that students are continuously engaged in learning and receive timely feedback on their performance

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/C2.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Sarbati Devi Women’s Degree College has a transparent, time-bound, and efficient mechanism to address internal examination-related grievances. The process is designed to ensure fairness and quick resolution of student concerns. Students can raise grievances regarding their internal assessments, such as discrepancies in marks, improper evaluation, or missing grades, directly with their subject teachers or Heads of Departments (HoDs). Upon receiving a grievance, the faculty reviews the student's complaint by rechecking the answer scripts and cross-verifying marks awarded. If the issue is not resolved at the department level, the student can escalate the matter to the Internal Examination Grievance Committee, which includes senior faculty members and the Examination In-Charge. This committee thoroughly investigates the grievance and ensures that any error in evaluation is rectified without delay. The timeline for resolving such grievances is kept minimal, usually within 7 to 10 working days, to ensure that students can focus on their studies without prolonged anxiety. Feedback is promptly provided to the concerned student, and if necessary, revised marks are updated in the official records. This structured approach ensures a smooth, efficient process for resolving grievances, maintaining the integrity of the internal assessment system and fostering trust between students and faculty.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/C2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At Sarbati Devi Women’s College, teachers and students are well-informed about the stated Programme Outcomes (POs) and Course Outcomes (COs) of the various undergraduate programmes offered under Sambalpur University. The institution follows a systematic approach to ensure that these outcomes are clearly communicated and understood by all stakeholders. At the beginning of each academic year, the Programme Outcomes Programme Specific Outcomes (PSOs), and Course Outcomes are made available to both faculty and

students through multiple channels, including the college website, departmental notice boards, and orientation programs. During departmental meetings, the faculty discusses the POs and COs to align their teaching strategies with the intended learning outcomes. Course syllabi, provided by Sambalpur University, also highlight the COs, ensuring that teachers incorporate them into their lesson plans and teaching methodologies. For students, awareness is raised during induction programmes, where faculty members explain the objectives and expected outcomes of their respective courses. Regular classroom interactions, seminars, and mentoring sessions further reinforce the significance of POs and COs in shaping the learning process. Additionally, students are encouraged to achieve these outcomes through assessments, projects, and practical activities, ensuring that they meet the academic and skill-based goals set by the institution. This structured approach ensures a clear understanding of the academic objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/nac/PO,PSO,CO.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

At Sarbati Devi Women's College, the attainment of Programme Outcomes (POs) and Course Outcomes (COs) is evaluated through a systematic and comprehensive process aligned with the guidelines of Sambalpur University. This evaluation ensures that students are meeting the desired academic and skill-based goals. The institution uses a combination of formative and summative assessment methods to measure the attainment of outcomes. Continuous Internal Evaluation (CIE) through class tests, assignments, quizzes, and presentations forms the basis of assessing Course Outcomes (COs). These assessments help teachers gauge students' understanding and application of the concepts taught in each course. Semester-end examinations, as prescribed by Sambalpur University, serve as the institution tracks student performance across all semesters, analyzing their academic progress, participation in co-curricular activities, and practical skill development through lab work, project works. Feedback from

faculty, employers, and alumni is also considered to assess the broader impact of the programme on students' holistic development.

The results of these assessments are reviewed by the Academic Committee, which ensures continuous improvement in teaching learning processes. Remedial actions, such as revision classes and additional assignments, are taken to address gaps in attainment, ensuring that students achieve the targeted outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sdwcrqp.ac.in/uploads/images/allpdf/OTG_23-241.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

144

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.sdwcrqp.ac.in/home/result

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sdwcrqp.ac.in/uploads/images/allpdf/SSS_2023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

38

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution organizes several activities that are carried out under the supervision of Programme Officers and NSS/YRC volunteers and NCC unit. The student volunteers visit neighbouring localities

and conduct various activities regularly. These activities include cleanliness campaign, Tree Plantation Drives, Road Safety Rallies, Oath Taking Activities, Environmental Awareness Seminars, Swachhata Abhiyan and significant Days of Observation. These activities are having a positive impact on the students. It provides them an exposure to interact with the outside world and helps them develop leadership skills and team work. The students actively participate in activities like seminars, surveys, rallies, campaigns, presentations, debates, etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time. The students are motivated to develop qualities of leadership, patriotism, maintaining discipline, spirit of self sacrifice and adventure.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/ncc
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

12

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

61

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1662

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

02

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our institute has continuously and systematically improved its infrastructure which is located on 2.00 acres of land in the mid of the town. The campus includes 5 buildings that cater to the various infrastructural needs of undergraduate programs. The buildings are surrounded by open and green spaces.

The Institute offers 11 undergraduate programs with Arts and Science courses,

The Institute features 25 classrooms and 04 laboratories for classroom learning out of which 14 rooms are equipped with LCD facilities 02 with projector and all science departments have well equipped well-furnished laboratories.

Other amenities include a cultural hall, seminar halls, reading room and ramps for the differently-abled, staff common rooms, principal and registrar's office, administrative office, exam room, record room, Canteen, ladies' hostels, ladies' common room, student seating area in the garden, Botanical Garden, NSS, NCC, YRC, SPORTS ANG GYM department.

The institute's campus occupies 2.00 acres of land with a total built-up area of 8325.97sqmt. The campus features 28 computers connected by Wi-Fi access. All laboratories are equipped with advanced instruments and equipment. Further procurement of

computers for newly constructed Computer Lab is on the way

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrqp.ac.in/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has recreational facilities like indoor games chess & carom, common room having facilities of daily news papers and magazines are available. The institution covers an area of 800 sq. ft. The college provides a well-equipped and accessible gym to engage students in physical exercise. A gymnasium room and a Yoga field is available inside college campus. The gym equipment includes gym cycle, treadmill, dumbbell, rowing machine; etc P.E.T in charge acts as an instructor for gymnasium. Currently, we lack a proper sports field inside the college campus, so any sports related events are carried out in the local Community stadium situated inside the town which is within the radius of 650 meters of the Institution. Within the college campus we have a kho-kho field .There is an outdoor stage that is used as for celebrating all cultural events or social activities. It was established in the year 2004 and is spread in area of 1200 sq.ft. The Cultural Committee organizes cultural events regularly such as Annual Day, significant days of observation and Days of National importance. The college is known for its cultural richness and hosts cultural programs throughout the year, utilizing two venues, an open-air stage and Roof Top terrace for college and Hostel level programs

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrqp.ac.in/home/sports

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/home/ict
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

13

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library has rich collection of reading resources. It is spread over the 1600 sq.ft area including spacious reading hall. The total collection of library is as - books - 14008, journals/periodicals - 750. The library has collection of various rare books. The Library conducts the induction program to new admitted students regarding the use of library. It conducts off line and online book exhibition. It displays the lists of new arrival, newspaper clippings. Open Access is given to all stakeholders. The library has different sections for regular administration i.e. Issue-Return, Stacking Area, Reading Hall, Newspaper & Periodical

section, Property counter. Library has 7 computers, a Laser jet printer, a barcode printer and 2 barcode scanners for in-house operations. All the sections of library are under CCTV Surveillance

The library is fully automated with ISO and Microsoft Certified integrated library management software LMS 2.0 (Version 2.0) developed by Victor Technology since 2020. Software consists Acquisition, Circulation, Cataloguing, Serial Control etc. module. Through these modules, various activities of the library such as data entry, billing, circulation, cataloguing etc. are done. All the books are bar coded using software

Library provides the e-Resources facility with the membership of INFLIBNET, NLIST PROGRAMME.. Separate ID and Password provided to user. User can access e-books, e-Journals, shodhsindhu,

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sdwcrgp.ac.in/library/search_book.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.71

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

24

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has an advanced IT infrastructure that is intended to improve the teaching and learning experience for both teachers and students. This includes a robust Wi-Fi network that covers the entire campus providing seamless internet connectivity to all members of the Institute. The Institute also has 28 computers, 10 printers, 04 print scan copy devices that are regularly updated to align with current best standards and to accommodate the evolving needs of faculty and students. These computers are also equipped with licensed copies of software and antivirus protection to ensure their security and reliability. The institute has 17 ICT classrooms, including 14 smart classroom, two seminar hall all equipped with LCD projectors, Wi-Fi and audiovisual aids. This allows for interactive and technology-enabled learning experiences. There are scanners, printers and photocopy facilities in the administration sections and all departments making it easy for students and faculty to access the necessary resources. All departments are given separate computers for the students which allows technology-enabled learning experiences. The institute in its New Academic Building has a computer labs, but the process of procurement is on the way.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/home/ict

4.3.2 - Number of Computers

28

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

69.4

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Being a Non-Government Aided College, we are governed by the rules and regulations prescribed by the Department of Higher Education along with resolutions by the Governing body. Minor maintenance work is carried out by the College as per DHE guidelines Govt. of Odisha and all major maintenance work is carried out by taking prior approval/ resolutions from the President GB. The IQAC has taken steps to Define and Disseminate/Display "Do's &Don'ts" of Laboratories, Library, Classrooms, Seminar Halls, and Sports Complex. Physical Display Boards have been installed in places within the respective facilities. An annual maintenance contract is in place to address repair and maintenance work of, Drinking water with RO machines, Computers, Printers etc. The Smart/Virtual Classrooms are also regularly maintained as and when needed. However the College has a Maintenance Committee who is responsible for the overall upkeep of the College premises along with all the other facilities. IQAC remains the custodian to drive and ensure smooth and timely resolutions for all issues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/MSI1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1475

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

33

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.sdwcrgp.ac.in/uploads/images/allpdf/ilovepdf_merged_(6).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

154

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

154

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

32

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sarbati Devi Women's College encourages active student participation in various administrative, co-curricular, and extracurricular activities, ensuring a holistic learning experience. The institution has a well-structured Student Council that plays a crucial role in representing the student body in various decision-making processes. This council is formed as per established processes and norms, allowing students to voice their opinions, share feedback, and contribute to the overall development of the college.

The Student Council is involved in several activities, including organizing cultural events, sports competitions, seminars, and workshops. Their active role in planning and executing these events ensures student engagement and fosters leadership skills among them. Additionally, students are included in important institutional committees such as the Internal Quality Assurance Cell (IQAC), Anti-Ragging Committee, and Discipline Committee, where they contribute to maintaining the college's standards and policies.

In extracurricular activities, students are actively involved in NSS, NCC, Youth Red Cross (YRC), and other social outreach programs, promoting social responsibility and community service. This engagement not only enhances their leadership abilities but also nurtures teamwork, communication, and problem-solving skills. Through their representation and participation in these diverse activities, students gain a comprehensive understanding of governance and contribute significantly to the college's growth.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/DocScanner Oct 7, 2024 4-52 PM.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute is having a registered Alumni Association formed under Odisha State govt. initiative named as "MO COLLEGE ABHIJAN PARICHALANA SAMITI" (MCAPS) from the year 2019-20. The implementation of this programme gives a platform to the students (alumni) to get connected with their Alma matter and contribute to its betterment. A College Level Committee (CLC) headed by the Principal, two senior representatives of the college Development Committee, three alumni of the College nominated by the Principal, two or more members not limited to field of arts, literature, design, advertising, science, engineering, social work and sports and a Mo-College Co-Coordinator to be nominated by the Principal is formed to carry out all alumni related activities as per the State Govt. guidelines

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/view_alumni
Upload any additional information	View File

**5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of Sarbati Devi Women's College aligns with its vision to be a center of excellence in higher education in Odisha and its mission to provide quality education in applied sciences and humanities. The institution focuses on fostering scientific temper, positive attitudes, and a sense of responsibility among students, ensuring their holistic development. The management's commitment to excellence is reflected in the systems they have established for academic and infrastructural growth, keeping the needs of both faculty and students in focus. The institution has a participatory governance structure where decisions are made collectively, ensuring transparency and inclusivity. Various committees are formed to address specific areas like academics, extracurricular activities, infrastructure development, and student support. Regular meetings with faculty and staff ensure that all stakeholders are involved in the decision-making process, thus fostering a culture of collaboration. The college leadership constantly monitors the effectiveness of academic and support facilities, aligning them with the institution's mission of preparing students to serve society and contribute to national development. In line with its mission, the institution encourages students to develop their potential and prepares them to become leaders in their respective fields

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/committees
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective leadership at Sarbati Devi Women's College is demonstrated through its practices of decentralization and participative management. The institution believes in distributing responsibilities across various levels, ensuring a collective approach to decision-making. This decentralization is evident in the establishment of various committees including those for academic affairs, infrastructure development, extracurricular activities, and student welfare. Each committee is empowered to take decisions within its domain, fostering accountability and leadership at different levels of the institution. Participative management is another key aspect of the college's leadership. Faculty, staff, and even students are encouraged to contribute ideas and opinions through regular meetings and open forums. This inclusive approach ensures that decisions are made with input from all stakeholders, leading to more holistic and practical outcomes. The Principal, as the head of the institution, plays a central role in guiding this process, but the collaborative nature of governance ensures that everyone has a voice in shaping the institution's direction. Through these practices, the leadership ensures that the institution remains aligned with its vision and mission, fostering a sense of ownership among faculty and students. This participatory framework strengthens institutional growth and creates a conducive environment for academic excellence and community engagement.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/committees
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute is organized and structured into two main bodies:

Academic and Administrative.

ACADEMIC Governing Body - The Institution has a Governing body to monitor and achieve the vision and mission of the institution. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions.

ADMINISTRATIVE The administration of the institute works in collaboration with the Principal which also involves the active participation of the Head of the departments and both teaching and non-teaching staff. The academic, administrative policies are based on the unanimous decision of the Governing Body,

SERVICE RULES The institute adheres to the rules and regulations set by Dept. of Higher Education, Government of Odisha . The SSB-recruited teachers are selected by State Selection Board, an independent entity under Higher Education Department,

NEW PENSION SCHEME AND CONTRIBUTORY PROVIDENT FUND (CPF). They are entitled to death-cum- Retirement Gratuity of 7.5 times of their last emoluments, limited to maximum of 5lakhs.

PROCEDURES FOR RECRUITMENT Permanent posts (Grant-in-aid) are recruited by following the norms set by the Dept. of Higher Education, Government of Odisha. Temporary posts (Non-Grant) is recruited by the management in accordance with the norms set by the Dept. of Higher Education, Government of Odisha

ORGANOGRAM- <https://www.sdwcrgp.ac.in/pdf/ORGANOGRAM.pdf>

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/nac/63918789ad4c0.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of Sarbati Devi Women's College is marked by its

effective and efficient organizational structure, as reflected in its policies, administrative setup, and clear procedures. The institution operates under an Organogram where the Governing Body (GB) President serves as the head, overseeing the college's strategic direction. The Principal, who also serves as the Secretary, plays a crucial role in managing the day-to-day operations of the institution and ensures smooth coordination between various departments and stakeholders. Supporting the Principal are key administrative positions such as the Administrative Bursar, who manages the financial and administrative affairs, and the Academic Bursar, who oversees academic matters, including curriculum and faculty performance. The Internal Quality Assurance Cell (IQAC) is instrumental in maintaining and improving quality standards in education and institutional practices, constantly reviewing processes to ensure continuous improvement. The Staff Council, composed of senior faculty members, and the College Development Council, which focuses on infrastructure and academic development, further contribute to the efficient running of the institution. Service rules, appointment procedures, and policies are clearly defined, ensuring transparency and accountability. This robust governance structure allows the college to function smoothly and maintain high standards in both academic and administrative domains.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/gb
Link to Organogram of the Institution webpage	https://www.sdwcrgp.ac.in/uploads/pdf/ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Sarbati Devi Women's College is committed to ensuring the well-being of its teaching and non-teaching staff by implementing several effective welfare measures. One of the key benefits provided to the staff is the Employee Provident Fund (EPF), which ensures financial security and retirement savings for all employees. Additionally, the institution supports its staff with maternity leave, recognizing the importance of family and personal well-being. Medical leave is another significant welfare measure provided, allowing staff members to take time off for health-related issues without worrying about job security. This ensures that employees can focus on their recovery and return to work without undue stress.

In addition to these essential benefits, the institution organizes annual staff picnics, offering an opportunity for relaxation and team-building among colleagues. These events help foster a sense of camaraderie and strengthen the bond between the teaching and non-teaching staff, contributing to a positive work environment. Through these welfare measures, Sarbati Devi Women's College demonstrates its commitment to the holistic well-being of its employees, creating a supportive and inclusive workplace where staff members feel valued and motivated to contribute to the institution's mission

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/MSI3.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Sarbati Devi Women's College has an established Performance Appraisal System for both teaching and non-teaching staff, which is designed to ensure accountability, recognize contributions, and promote continuous improvement. The performance of staff members is assessed based on various criteria, including their effectiveness in fulfilling their roles, their contribution to the academic and administrative growth of the institution, and their involvement in co curricular and extracurricular activities. For teaching staff, the appraisal process considers factors like student feedback, teaching methodologies, research contributions, and participation in academic initiatives. Non-teaching staff are evaluated based on their efficiency in handling administrative responsibilities and support functions. The appraisal results play a crucial role in determining salary increments and promotions

The Odisha Government has a system for processing of the e-PAR (Performance Appraisal Report) with respect of the Group-A & B officers of the State for the year 2020-21 through HRMS. (Human Resource Management System) PAR which stands for Performance Appraisal Report, is the way of confidential reporting which has been recognized as a tool for human resource development. There are three levels of assessment in the confidential reporting process. Teaching- staff are eligible to upload their Performance Appraisal Report online at the end of each academic session in the month of April to the Reporting Authority The hierarchy of the Government officers involved in this module is; 1. Appraise / Custodian 2. Reporting Authority 3. Reviewing Authority 4.

Accepting Authority So far there is no provision for performance appraisal system for the non teaching employees in the institute.

File Description	Documents
Paste link for additional information	https://apps.hrmsodisha.gov.in/index.htm
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Principal. External audit is conducted once in every year by an external agency. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. he expenses are monitored by the accounts department as per the budget allocated by the management. Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis.

External Audit Process: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant Guidelines for implementation of web based accounting system CAPA in aided educational institutions have been issued vide Higher Education Department Office Memorandum Nos 6388/HE, dated 16.03.2016 and 13882/HE, dated 31.05.2016

File Description	Documents
Paste link for additional information	http://capaodisha.nic.in/login-type-select
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sarbati Devi Women's College employs strategic initiatives for mobilizing funds and optimizing resources, even though no external funding has been received from non-government bodies, individuals, or philanthropists in the current year. The institution primarily focuses on self-sustenance and efficient allocation of existing resources to fulfil its educational mission. While no new funds were acquired, the college effectively utilized resources received for specific initiatives, such as workshops, which were documented under criteria 3. These funds were directed towards enhancing educational programs, promoting infrastructure development, and enriching student experiences. Additionally, the institution encourages community involvement and alumni engagement to foster a culture of support and contributions. Through initiatives like fundraising events, the college aims to create awareness about its needs and aspirations, thereby inviting potential contributions from various stakeholders. The administration is committed to ensuring that any funds received, whether from internal or external sources, are utilized in a manner that maximizes their impact on academic and infrastructural development. By maintaining

transparency and accountability, the college strives to build trust among its community, ensuring that future funding opportunities can be leveraged effectively for the betterment of the institution. Purchase Committee of college looks after the budget and expenditure and proper utilization of procured resources. The funds are utilized with proper approval from Principal and higher authorities.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/roles
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) at Sarbati Devi Women's College has played a pivotal role in enhancing the quality assurance strategies and processes within the institution throughout the year. Here are five key contributions made by the IQAC:

1. ISO Certification Renewal: The IQAC successfully facilitated the renewal of the institution's ISO certification, ensuring adherence to quality standards that enhance the college's reputation and operational efficiency.

2. Efficient Completion of Responsibilities: The cell has ensured the timely and effective completion of academic, administrative, and financial responsibilities, fostering a culture of accountability and progress within the institution.

3. Coordination of Institutional Activities: IQAC coordinated the activities of various units, such as NSS, Scout Guides, Red Cross, and NCC, enabling the smooth execution of events on both National and International Days. Additionally, it organized workshops and seminars at national and state levels, promoting knowledge sharing and collaboration.

4. Implementation of MoUs: The cell has effectively implemented Memorandums of Understanding (MoUs) with other institutions, facilitating student and faculty exchange programs that enrich the

educational experience.

5. Modern Teaching Methods: IQAC has been instrumental in incorporating modern teaching and learning methodologies into the institution's educational practices, enhancing the quality of instruction and fostering a more engaging learning environment for students.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/nac/IQAC_MEETING_223-24.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching learning process is continuously reviewed by the IQAC. The systematic review occurs at periodic intervals, allowing the institution to assess the effectiveness of its educational methodologies and make informed adjustments to enhance academic performance. The IQAC meticulously records incremental improvements across various activities, ensuring that feedback from faculty, students, and stakeholders is integrated into the evaluation process. This collaborative approach fosters a culture of continuous enhancement and accountability, enabling the institution to identify strengths and address areas needing improvement. As a result, the institution not only maintains high academic standards but also ensures that its educational offerings remain relevant and responsive to the needs of students and society. This commitment to periodic review and improvement reinforces the institution's mission to deliver quality education and prepare students for future challenges.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and displayed in the Institutional website and notice board. Biometric attendance system, compulsory core courses and Value oriented courses, system of continuous evaluation, mid-term tests and term end exams, compulsory skill development courses like Communicative English and Quantitative Aptitude and logical Reasoning, scholarship programs and benefits, extension activities and co-curricular activities in the college.

Green initiatives and Sustainable Development goals, maintenance of lesson plan registers and student profile, analysing academic performances by respective Departments. Internal academic audit by IQAC and Academic Audit is done from the affiliated University.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/academic audit 2023-24.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sdwcrgp.ac.in/uploads/images/nac/IQAC MEETING 223-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Action Plan:

1. Induction program for all newly admitted students and orientation program for faculty members.

2. Regular meetings of College Internal Complaints Committee (CICC) for monitoring the gender equality in the college.
3. Organizing seminars and workshops for students on gender equity and sensitizing students anti ragging cell, grievance redressal cell and anti-harassment cell
4. Encouraging students to participate in sports and cultural activities during annual sports and cultural meets.
5. Providing maternity leave for women staffs. The institute has provided 6 months maternity leave for women staff members with salary benefit.
6. Informing all girl students to apply for different scholarship schemes and funds for women provided through various schemes.

WOMEN SAFETY MEASURES- Women security guard and CCTV cameras provide safety & security on campuses 24 hours *7 days.

SELF DEFENCE PROGRAMME

Self- defence Training Program is held for newly admitted students each year. The purpose of this training program is to develop self confidence among the girls and to enable them to face any challenges without fear.

GRIEVANCE REDRESSAL CELL

The college has a functional Internal Complaints Committee (ICC) for monitoring the gender equality in the college.

COUNSELING CELL The Counselors-cum-mentors of the students provide counselling to the students on problems that could be personal, emotional, social, family, peer, academic or sexual etc.to their respective students of all departments.

OBSERVATION -In order to create awareness regarding gender equality issues among the students, International Women's Day National Voters Day were celebrated each year.

File Description	Documents
Annual gender sensitization action plan	https://www.sdwcrgp.ac.in/uploads/images/allpdf/ilovepdf_merged_(8).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.sdwcrgp.ac.in/home/safty

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Sarbati devi women's college is located on a beautiful campus of near about 2 acres of land area in the midst of the Rajgangpur town The whole campus is divided into 6 block including Academic and Non academic parts.. There are two girl's hostel building inside the campus namely SILVER JUBILEE HOSTEL AND U.G.C HOSTEL. The college has adopted the Green Audit System for environment conservation and sustainability. There are main three pillars I.e. zero environmental foot print, positive impact on occupant health and performance and 100% graduate demonstrating environmental literacy. The goal is to reduce co2 emission, energy and water use, Biodiversity conservation while creating an atmosphere where student can learn and be healthy. The college administration works on the several facets of Green Audit including waste management, paperless work, hazardous chemical management, solid waste management, tree plantation, biomedical waste management and E-waste management for encouragement of environmentally friendly behaviour.

OBJECTIVES: The main objectives of solid waste management system in the campus are to promote the environment management and conservation in the college campus.

- 1) To identify and categories waste for environment sustainability.
- 2) To introduce aware students to real concerns of environment and its sustainability.
- 3) To cut down the threats posed to human health by analyzing the pattern and extend of resource use on the campus

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.sdwcrgp.ac.in/uploads/images/allpdf/EMS2.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

4. Ban on use of Plastic

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

S.D. Women's College has taken initiatives to celebrate and observe days of national and regional importance. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. The institution has diverse socio-cultural and linguistic background and tolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The institution celebrates diversity by organizing events, festivals and cultural activities that include various socio-cultural and linguistic background. The Institute provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. The staff, faculties and students are required to abide by different codes of ethics, regardless of their cultural, linguistic, communal, socio-economic or other differences. The college hosts a variety of activities to encourage cultural, ethical, religious and spiritual values among the staff and the students. The Institution puts high priority in observing days of National Importance which include Republic Day & Independence Day. Also, in order to encourage citizens, especially first-time voters, to exercise their right to mark the ballot, the Institution yearly celebrates National Voters Day and Youth.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As a responsible citizen both students and employees of the Institution are morally obligated. Encouraging participation in civic initiatives, environmental sustainability, and social justice programs further reinforces the importance of active citizenship. Ultimately, a well-informed and responsible institutional community contributes to the development of a just, law-abiding, and progressive society. So the College reaches out to the students and employees in general by organizing extension activities like Constitution Day, Road Safety Week, Van Mahotsav, NSS Day, and Blood Donation Camp where everybody is encouraged to participate. Republic Day and Independence Day is annually celebrated to imbibe constitutional values, rights and duties. Awareness Program and talks are conducted to sensitize about duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen. International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga session and a program is conducted to make everyone aware how Yoga embodies unity of mind and body; Republic day- The institution celebrates Republic day on 26th January every year, the celebration includes the hoisting of national flag and spreading a warm message of nationalism. The institution celebrates Independence Day every year on 15th of August, by remembering our national leaders and their sacrifices.

Constitution Day (Samvidhan Divas). Preamble is read and various contributions of different people is highlighted. Kargil Vijay Diwas- Every year Kargil Vijay Diwas is observed by the institution especially all the NCC students actively participate in it. Kargil Vijay Diwas is celebrated every year on 26th July. Rashtriya Ekta Diwas- On 31st October, 2023 National Unity Day or "Rastriya Ekta Diwas" is observed to commemorate the birth anniversary of Sardar Vallabhbhai Patel. The reason behind the celebration is to make people aware of the ideas of staying together and uplifting society. National Unity pledge, is taken and various activities are organized.. Also, the Institution also celebrates Martyr's Day, Voters Day. NSS day, sports day, Vigilance day, Youth day, World Sickle cell day, International Women's day,

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I & II

TITLE OF THE PRACTICE

CYBER SECURITY AWARENESS CAMPAIGN

TITLE OF THE PRACTICE

EMBRACING GREEN PRACTICES IN THE INSTITUTE FOR SUSTAINABILITY

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college provides quality education vis-a- vis encourage them to participate in extra-curricular activities like NSS, NCC, YRC, and sports along with cultural and literary activities. This year the college is going to implement ISO certification which ensures the quality, safety, and efficiency of educational services provided by institution. We have adopted Quality Management, Environment Management and Energy Management policy for the same and got ISO 9001, 14001, & 50001 certificates in the respective fields.

QUALITY MANAGEMENT POLICY The Policy of the college is to:

1. facilitate high quality and excellent learning experience for a diverse range of learners that will support lifelong learning and provide skills expected that of graduates Value,
2. support and recognize excellence in teaching
3. Meet the needs and expectations of our stakeholders
4. facilitate learning by providing the academic support infrastructure and environment conducive to the provision of the highest standards in teaching and learning
5. provide equitable access and broadening participation in higher education which are fundamental to "knowledge societies"
6. Provide quality of opportunity i.e., the provision of opportunity to progress to higher qualifications or to secure employment commensurate with the qualification acquired at the college.
7. Aim at continuous improvement in the quality and service provided.
8. Obtain the commitment of all employees in the organization

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sarbati Devi Women's College effectively implements the curriculum prescribed by Sambalpur University through a well-structured academic process. The college follows the Choice Based Credit System (CBCS) and prepares its academic calendar based on the university schedule. The Academic Committee, comprising the Principal and all Heads of Departments (HoDs), ensures smooth planning and coordination of the curriculum, including internal assessments, exams, holidays, and special events like Annual Day and Sports Day. Each department prepares its course calendar and allocates teaching assignments based on faculty expertise. Faculty members design Course Outcomes aligned with Program Outcomes, ensuring high academic standards through Bloom's Taxonomy.

To enhance learning, the college incorporates various teaching methods such as model-based learning, group discussions, workshops, seminars, and industrial visits. Special focus is given to slow learners through remedial classes, while advanced learners are encouraged to pursue additional courses. The course content is carefully reviewed and uploaded to the institute's website after approval from relevant authorities. The College Governing Body plays a pivotal role in overseeing academic performance, ensuring resource allocation, and maintaining financial transparency. It ensures compliance with regulations, promotes research, and engages with stakeholders to maintain the institution's academic and administrative excellence.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/naac/PO,PSO,CO.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar set by the Higher Education Department of Odisha Government guides the activities of higher education institutions, including teaching schedules, holidays, and Continuous Internal Evaluation (CIE). Sarbati Devi Women's College, Rajgangpur follows the university's academic calendar strictly for its Science, Arts, and Commerce streams. The college implements the CIE under the supervision of Heads of Departments (HoDs), ensuring regular assessments through quizzes, assignments, and mid-term exams. The academic calendar also includes a list of holidays like Republic Day, Holi, Utkal Divas, Diwali, and summer vacations, among others. Key Features of the Academic Calendar:

1. **Semester Dates:** The calendar provides start and end dates for two semesters (odd and even), each lasting around six months.
2. **Continuous Internal Evaluation (CIE):** Institutions must conduct at least two CIE assessments per semester, including quizzes and mid-semester exams.
3. **Teaching Days:** A minimum of 180 teaching days is ensured for regular classes, tutorials, and practical sessions.
4. **Examinations:** The calendar schedules mid-term exams during the 9th to 10th week, with final exams at semester-end as per University Time Table.
5. **Holidays and Vacations:** It outlines public holidays, vacations, and local holidays as declared by the principal.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/academic_calender_2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University

B. Any 3 of the above

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

229

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

229

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates key crosscutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum across various courses. In the area of Professional Ethics, the course "Ethics & Values" (AECC) offered in the 1st semester for B.A., and B.Sc. students emphasizes the application of ethical principles to real life situations. Regarding Gender, courses such as "History of India" and "Feminism: Theory & Practice" for B.A. History and Political Science students, explore gender roles and social stratification in Indian society, while addressing feminist movements and gender inequalities. In terms of Human Values, the course "Gender & Human Rights" (B.A. English, 2nd semester) examines societal issues related to caste, race, and gender oppression. Courses related to Environment & Sustainability, such as "Environmental Studies" and "Development Economics," educate students on topics like pollution, resource management, and sustainable development, fostering awareness about environmental challenges. Through these courses, the institution aims to equip students with a deep understanding of ethics, gender dynamics, human rights, and environmental sustainability, preparing them to address real-world challenges with a sense of responsibility and social consciousness

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

272

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

272

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sdwcrgp.ac.in/uploads/images/allpdf/Feedback_analysis_2023-24_compressed1.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
320	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

228

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Sarbati Devi Women's College is committed to supporting all students, considering their economic background and language differences. Initially, students may hesitate to interact, but faculty members actively monitor their learning levels through various methods like induction programs, class participation, assignments, mind games, debates, and problem-solving sessions. Faculty members identify slow and advanced learners based on their classroom engagement and performance in class tests. Slow learners receive additional support through remedial classes, online revision sessions, and seminars. Special tests and audio aids in the vernacular language are also provided. Fast learners are assigned self-study topics, self-learning courses, and encouraged to engage in activities like debates, research webinars, creative writing, and entrepreneurship programs. The college follows the semester system under Sambalpur University's Choice Based Credit System. Students scoring 60% and above are classified as fast learners and can undertake projects in their final year. Those scoring between 45-50% receive extra care from mentors. Students are also encouraged to participate in co-curricular activities like debates, quizzes, essay writing, and seminars, and extracurricular activities like sports, Youth Red Cross, NCC, and NSS for holistic development. The college aims to nurture students' creative abilities, leadership skills, and academic growth, ensuring their bright future.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
873	32

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Sarbati Devi Women's College employs student-centric methods such as experiential learning, participative learning, and problem-solving to enhance the learning experience. For Science students in Physics, Chemistry, Botany, Zoology and Mathematics and Arts students in Education and Home Science, a practical learning is emphasized through group-based experiments in laboratories and fieldwork. Teachers supplement lectures with data charts, ICT enabled presentations, and group discussions to engage students interactively. Seminars and project presentations further encourage participative learning. The college's mentoring system ensures personal attention, with each teacher assigned to specific students, meeting weekly or as needed to address academic, personal, or psychological issues. This approach helps rural students who may have inconsistent attendance, offering guidance and course updates. Students and teachers maintain communication through email and WhatsApp, where study materials and e-resources are shared. Sophisticated lab equipment, project work, industrial visits, and MoUs with organizations and institutions support experiential learning. Departments also organize group discussions, quizzes, role-plays, study tours and seminars to promote skill development, logical reasoning, and career growth. The mentor-mentee relationship fosters a positive campus environment, ensuring regular attendance, improved academic performance, and strong teacher-student bonds. These

methods collectively contribute to students' holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/MOU4.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Sarbati Devi Women's College integrates ICT-enabled tools to enhance the teaching-learning process, making education more engaging and accessible. With 14 smart classrooms, 4 smart halls, an e-library, and a Wi-Fi-enabled campus, the college encourages faculty members to utilize modern technology for effective instruction. Teachers use platforms like Google Meet, Microsoft Teams, Zoom, for online classes and seminars. They also use virtual tutotial project lunched by the affiliating university, which is regularly updated with e-Lecturers with audio video effects for the students. ICT allows for flexible education, greater learner motivation, and autonomy. It also provides easy access to teachers and e-resources, offering a more organized and practical learning experience. This system minimizes issues like student indiscipline and unrest, creating a more focused learning environment. The IQAC cell has taken proactive steps to motivate faculty members to adopt ICT tools, which have proven effective in fostering quality education and personality development. Moreover, teachers guide students on accessing online course materials and resources, promoting independent research and learning. This approach ensures that ICT becomes a powerful tool for expanding educational opportunities and improving the quality of education at Sarbati Devi Women's College.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sdwcrgp.ac.in/home/ict

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

32

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At Sarbati Devi Women's College, the mechanism for internal assessment is transparent, structured, and follows the guidelines set by Sambalpur University. The college conducts Continuous Internal Evaluation (CIE) to assess students' academic progress through a combination of written tests, assignments, projects, and presentations. The assessment schedule, including test dates, submission deadlines, and evaluation criteria, is shared with students well in advance through notice boards, WhatsApp groups, and direct communication with faculty members. The internal assessments are conducted twice each semester. The first assessment typically includes quizzes, assignments, or class tests, while the second focuses on mid-term exams. In addition, for practical subjects, students are evaluated based on their laboratory performance and viva-voce. The evaluation process is transparent, with answer scripts and feedback provided to students to help them understand their mistakes and improve. Marks from internal assessments contribute significantly to the

final grade in each subject as per the Choice Based Credit System (CBCS). The college ensures that the assessments are conducted fairly and uniformly across all departments, with periodic reviews by the Heads of Departments (HoDs) to maintain consistency and reliability. This robust system ensures that students are continuously engaged in learning and receive timely feedback on their performance

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/C2.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Sarbati Devi Women's Degree College has a transparent, time-bound, and efficient mechanism to address internal examination-related grievances. The process is designed to ensure fairness and quick resolution of student concerns. Students can raise grievances regarding their internal assessments, such as discrepancies in marks, improper evaluation, or missing grades, directly with their subject teachers or Heads of Departments (HoDs). Upon receiving a grievance, the faculty reviews the student's complaint by rechecking the answer scripts and cross-verifying marks awarded. If the issue is not resolved at the department level, the student can escalate the matter to the Internal Examination Grievance Committee, which includes senior faculty members and the Examination In-Charge. This committee thoroughly investigates the grievance and ensures that any error in evaluation is rectified without delay. The timeline for resolving such grievances is kept minimal, usually within 7 to 10 working days, to ensure that students can focus on their studies without prolonged anxiety. Feedback is promptly provided to the concerned student, and if necessary, revised marks are updated in the official records. This structured approach ensures a smooth, efficient process for resolving grievances, maintaining the integrity of the internal assessment system and fostering trust between students and faculty.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/C2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At Sarbati Devi Women's College, teachers and students are well-informed about the stated Programme Outcomes (POs) and Course Outcomes (COs) of the various undergraduate programmes offered under Sambalpur University. The institution follows a systematic approach to ensure that these outcomes are clearly communicated and understood by all stakeholders. At the beginning of each academic year, the Programme Outcomes Programme Specific Outcomes (PSOs), and Course Outcomes are made available to both faculty and students through multiple channels, including the college website, departmental notice boards, and orientation programs. During departmental meetings, the faculty discusses the POs and COs to align their teaching strategies with the intended learning outcomes. Course syllabi, provided by Sambalpur University, also highlight the COs, ensuring that teachers incorporate them into their lesson plans and teaching methodologies. For students, awareness is raised during induction programmes, where faculty members explain the objectives and expected outcomes of their respective courses. Regular classroom interactions, seminars, and mentoring sessions further reinforce the significance of POs and COs in shaping the learning process. Additionally, students are encouraged to achieve these outcomes through assessments, projects, and practical activities, ensuring that they meet the academic and skill-based goals set by the institution. This structured approach ensures a clear understanding of the academic objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/naac/PO,PSO,CO.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

At Sarbati Devi Women's College, the attainment of Programme Outcomes (POs) and Course Outcomes (COs) is evaluated through a systematic and comprehensive process aligned with the guidelines of Sambalpur University. This evaluation ensures that students are meeting the desired academic and skill-based goals. The institution uses a combination of formative and summative assessment methods to measure the attainment of outcomes. Continuous Internal Evaluation (CIE) through class tests, assignments, quizzes, and presentations forms the basis of assessing Course Outcomes (COs). These assessments help teachers gauge students' understanding and application of the concepts taught in each course. Semester-end examinations, as prescribed by Sambalpur University, serve as the institution tracks student performance across all semesters, analyzing their academic progress, participation in co-curricular activities, and practical skill development through lab work, project works. Feedback from faculty, employers, and alumni is also considered to assess the broader impact of the programme on students' holistic development.

The results of these assessments are reviewed by the Academic Committee, which ensures continuous improvement in teaching learning processes. Remedial actions, such as revision classes and additional assignments, are taken to address gaps in attainment, ensuring that students achieve the targeted outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/OTG_23-241.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

144

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.sdwcrgp.ac.in/home/result

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sdwcrgp.ac.in/uploads/images/allpdf/SSS_2023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

38

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
01	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>The Institution organizes several activities that are carried out under the supervision of Programme Officers and NSS/YRC volunteers and NCC unit. The student volunteers visit neighbouring localities and conduct various activities regularly. These activities include cleanliness campaign, Tree Plantation Drives, Road Safety Rallies, Oath Taking Activities, Environmental Awareness Seminars, Swachhata Abhiyan and significant Days of Observation. These activities are having a positive impact on the students. It provides them an exposure to interact with the outside world and helps them develop leadership skills and team work. The students actively</p>	

participate in activities like seminars, surveys, rallies, campaigns, presentations, debates, etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time. The students are motivated to develop qualities of leadership, patriotism, maintaining discipline, spirit of self sacrifice and adventure.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/ncc
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

12

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

61

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1662

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

02

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our institute has continuously and systematically improved its infrastructure which is located on 2.00 acres of land in the mid of the town. The campus includes 5 buildings that cater to the various infrastructural needs of undergraduate programs. The buildings are surrounded by open and green spaces.

The Institute offers 11 undergraduate programs with Arts and Science courses,

The Institute features 25 classrooms and 04 laboratories for classroom learning out of which 14 rooms are equipped with LCD facilities 02 with projector and all science departments have well equipped well-furnished laboratories.

Other amenities include a cultural hall, seminar halls, reading room and ramps for the differently-abled, staff common rooms, principal and registrar's office, administrative office, exam room, record room, Canteen, ladies' hostels, ladies' common room, student seating area in the garden, Botanical Garden, NSS, NCC, YRC, SPORTS AND GYM department.

The institute's campus occupies 2.00 acres of land with a total built-up area of 8325.97sqmt. The campus features 28 computers connected by Wi-Fi access. All laboratories are equipped with

advanced instruments and equipment. Further procurement of computers for newly constructed Computer Lab is on the way

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has recreational facilities like indoor games chess & carom, common room having facilities of daily news papers and magazines are available. The institution covers an area of 800 sq. ft. The college provides a well-equipped and accessible gym to engage students in physical exercise. A gymnasium room and a Yoga field is available inside college campus. The gym equipment includes gym cycle, treadmill, dumbbell, rowing machine; etc P.E.T in charge acts as an instructor for gymnasium. Currently, we lack a proper sports field inside the college campus, so any sports related events are carried out in the local Community stadium situated inside the town which is within the radius of 650 meters of the Institution. Within the college campus we have a kho-kho field .There is an outdoor stage that is used as for celebrating all cultural events or social activities. It was established in the year 2004 and is spread in area of 1200 sq.ft. The Cultural Committee organizes cultural events regularly such as Annual Day, significant days of observation and Days of National importance. The college is known for its cultural richness and hosts cultural programs throughout the year, utilizing two venues, an open-air stage and Roof Top terrace for college and Hostel level programs

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/home/sports

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17	
4.1.3.1 - Number of classrooms and seminar halls with ICT facilities	
17	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/home/ict
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File
4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)	
4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)	
13	
File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p>Library has rich collection of reading resources. It is spread over the 1600 sq.ft area including specious reading hall. The total collection of library is as - books - 14008, journals/ periodicals - 750. The library has collection of various rare books. The Library conducts the induction program to new admitted students regarding the use of library. It conducts off line and online book exhibition. It displays the lists of new arrival, newspaper clippings. Open Access is given to all</p>	

stakeholders. The library has different sections for regular administration i.e. Issue-Return, Stacking Area, Reading Hall, Newspaper & Periodical section, Property counter. Library has 7 computers, a Laser jet printer, a barcode printer and 2 barcode scanners for in-house operations. All the sections of library are under CCTV Surveillance

The library is fully automated with ISO and Microsoft Certified integrated library management software LMS 2.0 (Version 2.0) developed by Victor Technology since 2020. Software consists Acquisition, Circulation, Cataloguing, Serial Control etc. module. Through these modules, various activities of the library such as data entry, billing, circulation, cataloguing etc. are done. All the books are bar coded using software

Library provides the e-Resources facility with the membership of INFLIBNET, NLIST PROGRAMME.. Separate ID and Password provided to user. User can access e-books, e-Journals, shodhsindhu,

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sdwcrgp.ac.in/library/search_book.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.71

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

24

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has an advanced IT infrastructure that is intended to improve the teaching and learning experience for both teachers and students. This includes a robust Wi-Fi network that covers the entire campus providing seamless internet connectivity to all members of the Institute. The Institute also has 28 computers, 10 printers, 04 print scan copy devices that are regularly updated to align with current best standards and to accommodate the evolving needs of faculty and students. These computers are also equipped with licensed copies of software and antivirus protection to ensure their security and reliability. The institute has 17 ICT classrooms, including 14 smart classroom, two seminar hall all equipped with LCD projectors, Wi-Fi and audiovisual aids. This allows for interactive and technology-enabled learning experiences. There are scanners, printers and photocopy facilities in the administration sections and all departments making it easy for

students and faculty to access the necessary resources. All departments are given separate computers for the students which allows technology-enabled learning experiences. The institute in its New Academic Building has a computer labs, but the process of procurement is on the way.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/home/ict

4.3.2 - Number of Computers

28

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

69.4

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Being a Non-Government Aided College, we are governed by the rules and regulations prescribed by the Department of Higher Education along with resolutions by the Governing body. Minor maintenance work is carried out by the College as per DHE guidelines Govt. of Odisha and all major maintenance work is carried out by taking prior approval/ resolutions from the President GB. The IQAC has taken steps to Define and Disseminate/Display "Do's &Don'ts" of Laboratories, Library, Classrooms, Seminar Halls, and Sports Complex. Physical Display Boards have been installed in places within the respective facilities. An annual maintenance contract is in place to address repair and maintenance work of, Drinking water with RO machines, Computers, Printers etc. The Smart/Virtual Classrooms are also regularly maintained as and when needed. However the College has a Maintenance Committee who is responsible for the overall upkeep of the College premises along with all the other facilities. IQAC remains the custodian to drive and ensure smooth and timely resolutions for all issues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/MSI1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1475

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

33

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.sdwcrgp.ac.in/uploads/images/allpdf/ilovepdf_merged_(6).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

154

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

154

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

32

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sarbati Devi Women's College encourages active student participation in various administrative, co-curricular, and extracurricular activities, ensuring a holistic learning experience. The institution has a well-structured Student Council that plays a crucial role in representing the student body in various decision-making processes. This council is formed as per established processes and norms, allowing students to voice their opinions, share feedback, and contribute to the overall development of the college.

The Student Council is involved in several activities, including organizing cultural events, sports competitions, seminars, and workshops. Their active role in planning and executing these events ensures student engagement and fosters leadership skills among them. Additionally, students are included in important institutional committees such as the Internal Quality Assurance Cell (IQAC), Anti-Ragging Committee, and Discipline Committee, where they contribute to maintaining the college's standards and policies.

In extracurricular activities, students are actively involved in NSS, NCC, Youth Red Cross (YRC), and other social outreach programs, promoting social responsibility and community service. This engagement not only enhances their leadership abilities but also nurtures teamwork, communication, and problem-solving skills. Through their representation and participation in these diverse activities, students gain a comprehensive understanding of governance and contribute significantly to the college's growth.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/DocScanner_Oct_7,_2024_4-52_PM.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute is having a registered Alumni Association formed under Odisha State govt. initiative named as "MO COLLEGE ABHIJAN PARICHALANA SAMITI" (MCAPS) from the year 2019-20. The implementation of this programme gives a platform to the students (alumni) to get connected with their Alma matter and contribute to its betterment. A College Level Committee (CLC) headed by the Principal, two senior representatives of the college Development Committee, three alumni of the College nominated by the Principal, two or more members not limited to field of arts, literature, design, advertising, science, engineering, social work and sports and a Mo-College Co-Coordinator to be nominated by the Principal is formed to carry out all alumni related activities as per the State Govt. guidelines

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/view_alumn_i
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of Sarbati Devi Women's College aligns with its vision to be a center of excellence in higher education in Odisha and its mission to provide quality education in applied sciences and humanities. The institution focuses on fostering scientific temper, positive attitudes, and a sense of responsibility among students, ensuring their holistic development. The management's commitment to excellence is reflected in the systems they have established for academic and infrastructural growth, keeping the needs of both faculty and students in focus. The institution has a participatory governance structure where decisions are made collectively, ensuring transparency and inclusivity. Various committees are formed to address specific areas like academics, extracurricular activities, infrastructure development, and student support. Regular meetings with faculty and staff ensure that all stakeholders are involved in the decision-making process, thus fostering a culture of collaboration. The college leadership constantly monitors the effectiveness of academic and support facilities, aligning them with the institution's mission of preparing students to serve society and contribute to national development. In line with its mission, the institution encourages students to develop their potential and prepares them to become leaders in their respective fields

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/committees
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective leadership at Sarbati Devi Women's College is demonstrated through its practices of decentralization and

participative management. The institution believes in distributing responsibilities across various levels, ensuring a collective approach to decision-making. This decentralization is evident in the establishment of various committees including those for academic affairs, infrastructure development, extracurricular activities, and student welfare. Each committee is empowered to take decisions within its domain, fostering accountability and leadership at different levels of the institution. Participative management is another key aspect of the college's leadership. Faculty, staff, and even students are encouraged to contribute ideas and opinions through regular meetings and open forums. This inclusive approach ensures that decisions are made with input from all stakeholders, leading to more holistic and practical outcomes. The Principal, as the head of the institution, plays a central role in guiding this process, but the collaborative nature of governance ensures that everyone has a voice in shaping the institution's direction. Through these practices, the leadership ensures that the institution remains aligned with its vision and mission, fostering a sense of ownership among faculty and students. This participatory framework strengthens institutional growth and creates a conducive environment for academic excellence and community engagement.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/committees
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute is organized and structured into two main bodies: Academic and Administrative.

ACADEMIC Governing Body - The Institution has a Governing body to monitor and achieve the vision and mission of the institution. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions.

ADMINISTRATIVE The administration of the institute works in

collaboration with the Principal which also involves the active participation of the Head of the departments and both teaching and non-teaching staff. The academic, administrative policies are based on the unanimous decision of the Governing Body,

SERVICE RULES The institute adheres to the rules and regulations set by Dept. of Higher Education, Government of Odisha . The SSB-recruited teachers are selected by State Selection Board, an independent entity under Higher Education Department,

NEW PENSION SCHEME AND CONTRIBUTORY PROVIDENT FUND (CPF). They are entitled to death-cum- Retirement Gratuity of 7.5 times of their last emoluments, limited to maximum of 5lakhs.

PROCEDURES FOR RECRUITMENT Permanent posts (Grant-in-aid) are recruited by following the norms set by the Dept. of Higher Education, Government of Odisha. Temporary posts (Non-Grant) is recruited by the management in accordance with the norms set by the Dept. of Higher Education, Government of Odisha

ORGANOGRAM- <https://www.sdwcrgp.ac.in/pdf/ORGANOGRAM.pdf>

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/naac/63918789ad4c0.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of Sarbati Devi Women's College is marked by its effective and efficient organizational structure, as reflected in its policies, administrative setup, and clear procedures. The institution operates under an Organogram where the Governing Body (GB) President serves as the head, overseeing the college's strategic direction. The Principal, who also serves as the Secretary, plays a crucial role in managing the day-to-day operations of the institution and ensures smooth coordination between various departments and stakeholders. Supporting the Principal are key administrative

positions such as the Administrative Bursar, who manages the financial and administrative affairs, and the Academic Bursar, who oversees academic matters, including curriculum and faculty performance. The Internal Quality Assurance Cell (IQAC) is instrumental in maintaining and improving quality standards in education and institutional practices, constantly reviewing processes to ensure continuous improvement. The Staff Council, composed of senior faculty members, and the College Development Council, which focuses on infrastructure and academic development, further contribute to the efficient running of the institution. Service rules, appointment procedures, and policies are clearly defined, ensuring transparency and accountability. This robust governance structure allows the college to function smoothly and maintain high standards in both academic and administrative domains.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/gb
Link to Organogram of the Institution webpage	https://www.sdwcrgp.ac.in/uploads/pdf/ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Sarbati Devi Women's College is committed to ensuring the well-being of its teaching and non-teaching staff by implementing several effective welfare measures. One of the key benefits provided to the staff is the Employee Provident Fund (EPF), which ensures financial security and retirement savings for all employees. Additionally, the institution supports its staff with maternity leave, recognizing the importance of family and personal well-being. Medical leave is another significant welfare measure provided, allowing staff members to take time off for health-related issues without worrying about job security. This ensures that employees can focus on their recovery and return to work without undue stress.

In addition to these essential benefits, the institution organizes annual staff picnics, offering an opportunity for relaxation and team-building among colleagues. These events help foster a sense of camaraderie and strengthen the bond between the teaching and non-teaching staff, contributing to a positive work environment. Through these welfare measures, Sarbati Devi Women's College demonstrates its commitment to the holistic well-being of its employees, creating a supportive and inclusive workplace where staff members feel valued and motivated to contribute to the institution's mission

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/MSI3.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Sarbati Devi Women's College has an established Performance Appraisal System for both teaching and non-teaching staff, which is designed to ensure accountability, recognize contributions, and promote continuous improvement. The performance of staff members is assessed based on various criteria, including their effectiveness in fulfilling their roles, their contribution to the academic and administrative growth of the institution, and their involvement in co curricular and extracurricular activities. For teaching staff, the appraisal process considers factors like student feedback, teaching methodologies, research contributions, and participation in academic initiatives. Non-teaching staff are evaluated based on their efficiency in handling administrative responsibilities and support functions. The appraisal results play a crucial role in determining salary increments and promotions

The Odisha Government has a system for processing of the e-PAR (Performance Appraisal Report) with respect of the Group-A & B officers of the State for the year 2020-21 through HRMS. (Human Resource Management System) PAR which stands for Performance Appraisal Report, is the way of confidential reporting which has been recognized as a tool for human resource development. There are three levels of assessment in the confidential reporting process. Teaching- staff are eligible to upload their Performance Appraisal Report online at the end of each academic session in the month of April to the Reporting Authority The hierarchy of the Government officers involved in this module is; 1. Appraise / Custodian 2. Reporting Authority 3. Reviewing

Authority 4. Accepting Authority So far there is no provision for performance appraisal system for the non teaching employees in the institute.

File Description	Documents
Paste link for additional information	https://apps.hrmsodisha.gov.in/index.htm
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Principal. External audit is conducted once in every year by an external agency. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. he expenses are monitored by the accounts department as per the budget allocated by the management. Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis.

External Audit Process: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant Guidelines for implementation of web based accounting system CAPA in aided educational institutions have been issued vide Higher Education Department Office Memorandum Nos 6388/HE, dated 16.03.2016 and 13882/HE, dated 31.05.2016

File Description	Documents
Paste link for additional information	http://capaodisha.nic.in/login-type-select
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sarbati Devi Women's College employs strategic initiatives for mobilizing funds and optimizing resources, even though no external funding has been received from non-government bodies, individuals, or philanthropists in the current year. The institution primarily focuses on self-sustenance and efficient allocation of existing resources to fulfil its educational mission. While no new funds were acquired, the college effectively utilized resources received for specific initiatives, such as workshops, which were documented under criteria 3. These funds were directed towards enhancing educational programs, promoting infrastructure development, and enriching student experiences. Additionally, the institution encourages community involvement and alumni engagement to foster a culture of support and contributions. Through initiatives like fundraising events, the college aims to create awareness about its needs and aspirations, thereby inviting potential contributions from various stakeholders. The

administration is committed to ensuring that any funds received, whether from internal or external sources, are utilized in a manner that maximizes their impact on academic and infrastructural development. By maintaining transparency and accountability, the college strives to build trust among its community, ensuring that future funding opportunities can be leveraged effectively for the betterment of the institution. Purchase Committee of college looks after the budget and expenditure and proper utilization of procured resources. The funds are utilized with proper approval from Principal and higher authorities.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/home/roles
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) at Sarbati Devi Women's College has played a pivotal role in enhancing the quality assurance strategies and processes within the institution throughout the year. Here are five key contributions made by the IQAC:

1. ISO Certification Renewal: The IQAC successfully facilitated the renewal of the institution's ISO certification, ensuring adherence to quality standards that enhance the college's reputation and operational efficiency.

2. Efficient Completion of Responsibilities: The cell has ensured the timely and effective completion of academic, administrative, and financial responsibilities, fostering a culture of accountability and progress within the institution.

3. Coordination of Institutional Activities: IQAC coordinated the activities of various units, such as NSS, Scout Guides, Red Cross, and NCC, enabling the smooth execution of events on both National and International Days. Additionally, it organized workshops and seminars at national and state levels, promoting knowledge sharing and collaboration.

4. Implementation of MoUs: The cell has effectively implemented Memorandums of Understanding (MoUs) with other institutions, facilitating student and faculty exchange programs that enrich the educational experience.

5. Modern Teaching Methods: IQAC has been instrumental in incorporating modern teaching and learning methodologies into the institution's educational practices, enhancing the quality of instruction and fostering a more engaging learning environment for students.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/naac/IQAC_MEETING_223-24.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching learning process is continuously reviewed by the IQAC. The systematic review occurs at periodic intervals, allowing the institution to assess the effectiveness of its educational methodologies and make informed adjustments to enhance academic performance. The IQAC meticulously records incremental improvements across various activities, ensuring that feedback from faculty, students, and stakeholders is integrated into the evaluation process. This collaborative approach fosters a culture of continuous enhancement and accountability, enabling the institution to identify strengths and address areas needing improvement. As a result, the institution not only maintains high academic standards but also ensures that its educational offerings remain relevant and responsive to the needs of students and society. This commitment to periodic review and improvement reinforces the institution's mission to deliver quality education and prepare students for future challenges.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and displayed in the Institutional website and notice board. Biometric attendance system, compulsory core courses and Value oriented courses, system of continuous evaluation, mid-term tests and term end

exams, compulsory skill development courses like Communicative English and Quantitative Aptitude and logical Reasoning, scholarship programs and benefits, extension activities and co-curricular activities in the college. Green initiatives and Sustainable Development goals, maintenance of lesson plan registers and student profile, analysing academic performances by respective Departments. Internal academic audit by IQAC and Academic Audit is done from the affiliated University.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/uploads/images/allpdf/academic_audit_2023-24.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sdwcrgp.ac.in/uploads/images/naac/IQAC MEETING 223-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Action Plan:

1. Induction program for all newly admitted students and orientation program for faculty members.
2. Regular meetings of College Internal Complaints Committee (CICC) for monitoring the gender equality in the college.
3. Organizing seminars and workshops for students on gender equity and sensitizing students anti ragging cell, grievance redressal cell and anti-harassment cell
4. Encouraging students to participate in sports and cultural activities during annual sports and cultural meets.
5. Providing maternity leave for women staffs. The institute has provided 6 months maternity leave for women staff members with salary benefit.
6. Informing all girl students to apply for different scholarship schemes and funds for women provided through various schemes.

WOMEN SAFETY MEASURES- Women security guard and CCTV cameras provide safety & security on campuses 24 hours *7 days.

SELF DEFENCE PROGRAMME

Self- defence Training Program is held for newly admitted students each year. The purpose of this training program is to develop self confidence among the girls and to enable them to face any challenges without fear.

GRIEVANCE REDRESSAL CELL

The college has a functional Internal Complaints Committee (ICC) for monitoring the gender equality in the college.

COUNSELING CELL The Counselors-cum-mentors of the students provide counselling to the students on problems that could be personal, emotional, social, family, peer, academic or sexual etc.to their respective students of all departments.

OBSERVATION -In order to create awareness regarding gender

equality issues among the students, International Women's Day National Voters Day were celebrated each year.

File Description	Documents
Annual gender sensitization action plan	https://www.sdwcrgp.ac.in/uploads/images/allpdf/ilovepdf_merged(8).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.sdwcrgp.ac.in/home/safty

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Sarbati devi women's college is located on a beautiful campus of near about 2 acres of land area in the midst of the Rajgangpur town The whole campus is divided into 6 block including Academic and Non academic parts.. There are two girl's hostel building inside the campus namely SILVER JUBILEE HOSTEL AND U.G.C HOSTEL. The college has adopted the Green Audit System for environment conservation and sustainability. There are main three pillars I.e. zero environmental foot print, positive impact on occupant health and performance and 100% graduate demonstrating environmental literacy. The goal is to reduce co2 emission, energy and water use, Biodiversity conservation while creating an atmosphere where student can learn and be healthy. The college administration works on the

several facets of Green Audit including waste management, paperless work, hazardous chemical management, solid waste management, tree plantation, biomedical waste management and E-waste management for encouragement of environmentally friendly behaviour.

OBJECTIVES: The main objectives of solid waste management system in the campus are to promote the environment management and conservation in the college campus.

- 1) To identify and categories waste for environment sustainability.
- 2) To introduce aware students to real concerns of environment and its sustainability.
- 3) To cut down the threats posed to human health by analyzing the pattern and extend of resource use on the campus

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.sdwcrgp.ac.in/uploads/images/allpdf/EMS2.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants 	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for</p>	<p>B. Any 3 of the above</p>
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persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

S.D. Women's College has taken initiatives to celebrate and observe days of national and regional importance. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. The institution has diverse socio-cultural and linguistic background and tolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The institution celebrates diversity by organizing events, festivals and cultural activities that include various socio-cultural and linguistic background. The Institute provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. The staff, faculties and students are required to abide by different codes of ethics, regardless of their cultural, linguistic, communal, socio-economic or other differences. The college hosts a variety of activities to encourage cultural, ethical, religious and spiritual values among the staff and the students. The Institution puts high priority in observing days of National Importance which include Republic Day & Independence Day. Also, in order to encourage citizens, especially first-time voters, to exercise their right

to mark the ballot, the Institution yearly celebrates National Voters Day and Youth.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As a responsible citizen both students and employees of the Institution are morally obligated. Encouraging participation in civic initiatives, environmental sustainability, and social justice programs further reinforces the importance of active citizenship. Ultimately, a well-informed and responsible institutional community contributes to the development of a just, law-abiding, and progressive society. So the College reaches out to the students and employees in general by organizing extension activities like Constitution Day, Road Safety Week, Van Mahotsav, NSS Day, and Blood Donation Camp where everybody is encouraged to participate. Republic Day and Independence Day is annually celebrated to imbibe constitutional values, rights and duties. Awareness Program and talks are conducted to sensitize about duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics

B. Any 3 of the above

programmes for students,
teachers, administrators and other staff
**4. Annual awareness programmes on Code
of Conduct are organized**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen. International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga session and a program is conducted to make everyone aware how Yoga embodies unity of mind and body; Republic day- The institution celebrates Republic day on 26th January every year, the celebration includes the hoisting of national flag and spreading a warm message of nationalism. The institution celebrates Independence Day every year on 15th of August, by remembering our national leaders and their sacrifices.

Constitution Day (Samvidhan Divas). Preamble is read and various contributions of different people is highlighted. Kargil Vijay Diwas- Every year Kargil Vijay Diwas is observed by the institution especially all the NCC students actively participate in it. Kargil Vijay Diwas is celebrated every year on 26th July. Rashtriya Ekta Diwas- On 31st October, 2023 National Unity Day or "Rastriya Ekta Diwas" is observed to commemorate the birth anniversary of Sardar Vallabhbhai Patel. The reason behind the celebration is to make people aware of the ideas of staying together and uplifting society. National Unity pledge, is taken and various activities are organized.. Also, the Institution also celebrates Martyr's Day, Voters Day. NSS day, sports day, Vigilance day, Youth day, World Sickle cell

day, International Women's day,

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I & II

TITLE OF THE PRACTICE

CYBER SECURITY AWARENESS CAMPAIGN

TITLE OF THE PRACTICE

EMBRACING GREEN PRACTICES IN THE INSTITUTE FOR SUSTAINABILITY

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college provides quality education vis-a- vis encourage them to participate in extra-curricular activities like NSS, NCC, YRC, and sports along with cultural and literary activities. This year the college is going to implement ISO certification which ensures the quality, safety, and efficiency of educational services provided by institution. We have adopted Quality Management, Environment Management and Energy Management policy for the same and got ISO 9001, 14001, & 50001 certificates in the respective fields.

QUALITY MANAGEMENT POLICY The Policy of the college is to:

1. facilitate high quality and excellent learning experience for a diverse range of learners that will support lifelong learning and provide skills expected that of graduates Value,
2. support and recognize excellence in teaching
3. Meet the needs and expectations of our stakeholders
4. facilitate learning by providing the academic support infrastructure and environment conducive to the provision of the highest standards in teaching and learning
5. provide equitable access and broadening participation in higher education which are fundamental to "knowledge societies"
6. Provide quality of opportunity i.e., the provision of opportunity to progress to higher qualifications or to secure employment commensurate with the qualification acquired at the college.
7. Aim at continuous improvement in the quality and service provided.
8. Obtain the commitment of all employees in the organization

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for Next year

1. Introduction of under-graduate course in B.com, English and Hindi
2. Construction of New Academic block for Commerce
3. New ICT enabled class room and Laboratories
4. Construction of Overhead shed on the rooftop of Main College building
5. Functionalise the computer Lab with new Add on Courses
6. Construction of a new G plus two women's Hostel
7. Exchange of teaching & learning with other institutions.

8. Renovation of Hostel Dining Hall
9. Installation of solar panel as an alternative source of energy.
10. Providing Skill enhancement training programme in collaboration with third party agencies.
11. Organizing Job Mela inside the campus to create employability
12. Judicious implication of Quality Management, Environment and Energy Management policy to maintain ISO 9001, 14001& 50001 Certification.