

## Annexure-I

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

Name of the College: **Kabi Joydeb Mahavidyalaya**

Name of the Affiliating University: **The University of Burdwan**

Year of Report: **2016-17**

#### **Section A:**

- a) To build a separate library building and arrange for separate reading rooms for female and male students.
- b) To introduce Honours in Education.
- c) To introduce the Choice Based Credit System prescribed by the UGC.
- d) To build a Canteen for students and staff.
- e) To build a separate Student's union Room.
- f) To properly install the ICT facility.
- g) To build a virtual class room.
- h) To convert the classrooms into smart classrooms.
- i) To appoint more qualified teaching staff.
- j) To engage an electrician-cum-caretaker for the College.
- k) To introduce the feedback system for all stakeholders both in online and offline mode and constitute a feedback analysis committee.
- l) To make all appointments in the College transparent and purely based on merit.
- m) To organize the national seminar in Bengali literature.

#### **Section B:**

##### **1. Activities**

- i) A separate library building with separate reading room facility for female and male students and teachers along with a computer lab built and named as 'Central Library Building.'
- ii) Honours in Education is introduced from 2016-17 academic session.
- iii) CBCS is introduced from 2016-17 academic sessions.

- iv) A Canteen is built beside the gate of the College for students and staff. It is named 'Biramika'
- v) A specified room for Student's Union is built beside the gate of the College for students and it is furnished with furniture.
- vi) Virtual classroom prepared.
- vii) Six classrooms are converted into smart classrooms.
- viii) More guest teachers with UGC-stipulated qualification engaged.
- ix) One non-teaching staff is appointed on temporary basis for looking after electrical wiring and wear and tears of the main building.
- x) Feedback system introduced with all stake-holders for each semester.
- xi) Wide publication in national dailies is done for recruitment to all posts in the College.
- xii) National Seminar on 'Mangalkabya and its Legacy' has been organized with great success on August, 2016.

## **2. New Academic Programmes launched**

Honours in Education is introduced from 2016-17 session.

## **3. Innovation in curriculum design and transaction.**

- i) Student seminar introduced as a part of evaluation process.
- ii) Viva-voce was introduced in Honours Courses.
- iii) All old methods of evaluation whose values have been established continued in this session.
- iv) Interactive teacher's blog is activated.
- v) Teachers' feedback sought on the syllabus and sent to the University for consideration.

## **4. Inter-disciplinary programmes**

No inter-disciplinary programme could be initiated as the College has no authority to introduce any program but interdisciplinary classes are arranged.

## **5. Examination reforms implemented**

- i) Student seminar introduced as a part of evaluation process.

ii) Viva-voce was introduced in Honours Courses as an evaluation system for improving the soft-skills of the students.

iii) Study Tour and project report on that is introduced as an evaluation system.

**6. Candidates qualified NET or SET: Nil**

**7. Initiative towards faculty development programme**

i) Faculty members were given with pay leave to take part in Orientation and Refresher Courses.

ii) Faculty members are empowered to take administrative decisions and become part of important committees.

iii) National seminars and College-level seminar organised.

iv) Faculty members were encouraged to take up assignments in other College as resource persons of Seminars, co-collaborators of Seminars .

v) Faculty members were encouraged to pursue Ph.D or work as Reseach guides.

**8. Total number of seminars/workshops conducted: Four (2)**

**9. Research Projects:** Ongoing: Nil, Completed: 1

**10. Patents generated: Nil**

**11. New Collaborative Research Programmes: Nil**

**12. Research grant received from various agencies: Nil**

**13. Details of Research Scholar: Nil**

**14. Citation index of faculty members and impact factor: Not available.**

**15. Hours/ Awards to the faculty: Nil**

**16. Internal Resources generated:**

i) One of faculty members co-edited a National level referred journal in English.

ii) A Book based on the papers presented in the National seminar has been published entitled 'Mangalkavya and its Legacy' .

**17. Details of departments getting assistance:** Departments were given small allocations of funds every year for buying books and journals.

**18. Community Services:**

i) A Blood Donation Camp was organized by the NSS Units of the College and the blood collected is donated to the Government Blood banks.

ii) Students and Teachers took part in various awareness rallies.

**19. Teachers and officers newly recruited:**

Ten guest teachers were appointed for conducting classes and other academic activities.

**20. Teaching-non-teaching staff ratio:** 19:12

**21. Improvement in the library services**

Central Library building constructed. Separate rooms with toilets provided for male and female students. A room with multiple computers with internet facility provided. Separate reading room for teachers provided. Steps taken for creating regular posts for librarian, library peon and library clerk .

**22. New Books/journals subscribed and their values:**

New Books: 18, Journals: 2, Total Value-Rs.3025/-

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:**

Feedback system is initiated in all the Departments.

**24. Feedback from stakeholders:** Taken

**25. Unit cost of education:** Rs.4227/-

**26. Computerization of administration and the process of admission and examination results, issue of certificates:**

i) All admission was now being done online.

ii) Accounting has been made online. College office is being suffused with more computers.

**27. Increase in Infrastructural facilities:**

i) On grid electronic wiring being done.

ii) Many cushion-covered chairs were bought.

iii) New racks and almirahs bought.

### **28. Technology up gradation:**

i) Virtual classroom built.

ii) Library computers were connected with LAN.

iii) More printers and UPS have been bought.

### **29. Computer and internet access and training to teachers, non-teaching staff and students:**

i) All non-teaching staff is provided internet services at the College office and library.

ii) Teaching staff are provided internet services by the IQAC.

iii) Students are provided internet services at College library.

iv) Unlimited internet service is provided to the Principal and Faculty members working in key administrative positions.

### **30. Financial aid to students:**

i) Full and half free scholarships were paid to the needy students of all class and communities based on merit.

ii) The College arranges for the payment of various scholarships to SC/ST/OBC & Minority students from Govt. and non-Govt. sources.

iii) Kanyashree scholarship is provided to all eligible female students through state welfare schemes.

### **31. Activities and support from Alumni Association:**

No alumni association can be formed formally as there are only two outgoing batches and the College alumni are yet to be established in life. But the College sought and got active support from its alumni in various social and outreach activities. Steps for registering the alumni association taken.

### **32. Activities and support from the Parent-Teacher Association**

No such association is there.

### **33. Health Services**

First-aid services are provided to all students and staff. Blood pressure, weight and sugar level of all the staff is tested in the College itself at regular intervals of time.

#### **34. Performance in sports activities**

The students of the College were sent for participation in district and state level meets, and some of them did really well in them.

#### **35. Incentives to outstanding sportspersons:**

The College has a system of awarding outstanding sportspersons in annual functions. Sports kits and uniforms are provided to the students. Students participating in district and state level competitions are provided travelling allowance and boarding charges.

#### **36. Student achievements and awards:** NIL

#### **37. Activities of the Guidance and Counseling unit:**

- i) Teachers inspire the students to pursue higher education or prepare for administrative services or self-employment according to their aptitudes.
- ii) Outstanding achievers are invited to counsel students about alternative career options and show them the route map to success.
- iii) Career counseling workshops are arranged to train and motivate students.
- iv) Faculty members individually coach students for various careers and help them financially too.
- v) Disciplined and well-behaved students are awarded by the Teachers' council every year and Heads of all Departments award the top achievers every year.

#### **38. Placement service provided to students:**

- i) There is no mechanism to invite the companies to the College campus but the College takes initiatives in sending students to placement interviews organized by other Colleges and the University.
- ii) The College takes initiative in registering the students with various placement agencies like RICE etc.
- iii) Faculty members take initiatives to introduce students to various job profiles.

#### **39. Development programmes for non-teaching staff:**

- i) There are facilities to train the non-teaching staff in-house by faculty members of the College who are well-versed with various computer operations,
- ii) Non-teaching staff are sent to other Colleges to get hands-on-training from experienced staff members of other Colleges about various aspects of administration.
- iii) Software & hardware experts, computer-literate faculty and staff members from other Colleges are invited to train the staff.

- iv) All full-time non-teaching staff including the Group-D staff are provided with laptops.
- v) Even Group-D staff is made computer-literate.

**40. Good practices of the institution:**

- i) Several outcome-based activities like improving the quality of the staff, motivating the students with ethical and societal values.
- ii) Encouraging atmosphere for the staff which motivate them to take up challenges and continuously upgrade themselves.
- iii) One-to-one interactions with the students and the faculty members which enable faculty members to solve specific problems and develop friendly relationship with students.
- iv) Awareness of staff members of cutting age technology and their use for the betterment of students.
- v) Ability to work as a team and triumph over various shortcomings with will-power and cooperation.
- vi) Proper distribution of leadership roles, decentralization of power, flexibility in decision making.
- vii) Green, picturesque campus.
- viii) Close connection with the society.
- ix) Clear policies, transparency in admission procedure, and promotion of cashless transaction.
- x) Blended learning and learning through computers.

**41. Linkages developed with National / International, academic / research bodies:**

- i) College is associated with Red Ribbon Club and gets regular financial and logistical assistance from them.
- ii) Faculty members are individually associated with various national and international association/body like the Asiatic Society, All India English Teachers' Association etc.

**42. Action Taken Report on the AQAR of the previous year:**

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**43. Any other relevant information the institution wishes to add:**

- i) College has installed a server for preparing a data center for the College.
- ii) Student's Union was provided with modern furniture and storage facilities so that they can take part in various welfare activities.
- iii) Emphasis towards arranging many more philanthropic activities like Blood Donation Camp, Awareness rallies taken.

**Section C: Outcomes achieved by the end of the year:**

- a. Separate Library Block and science Block could be constructed.
- b. Construction in the College could be done in a planned way.
- c. Total transparency can be achieved in admission and accounting.
- d. Regular auditing of the College accounts can be done.
- e. PF deductions of the staff could be made regular and the service books are regularly updated.
- f. Facilities have been increased in terms of computers, modern gadgets. Library has been augmented with more books.
- g. Campus has been kept clean with the help of NSS Unit, general students, and staff of the college.
- h. Students can be included in the decision making process.
- i. Students have been encouraged to explore various other career options than usual.
- j. Health and hygiene consciousness increased among students
- k. Cultural values and communal integrity values could be instilled among students as team work in NSS activities have been successful.



- l. Number of students attended classes increased.
- m. One full-time teacher could be recruited in the Department of Education.

**Section D: Plans of the College for the next year**

- a) To effectively implement the CBCS in undergraduate courses.
- b) To create new teaching and non-teaching posts.
- c) To introduce online feedback system effectively.
- d) To make the College office more students friendly.
- e) To prepare for NAAC accreditation.
- f) To make a plan and estimate for a separate administrative block.
- g) To focus more on research promotion and faculty improvement.
- h) To increase the revenues of the College.
- i) To appoint more teaching and non-teaching staff for the College office.

*Name and Signature of the  
Director/Coordinator, IQAC*

*Name & Signature  
of the Chairperson, IQAC*