

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: **2012-13**

Section A:

1. To prepare and publish an academic calendar.
2. To Invite resourceful faculty members from other institutions to enrich the faculty of the College.
3. To divide the curriculum into modules and devise a teaching plan commensurate with the student's needs.
3. To provide Laptops to each faculty member to encourage them towards computer-based learning and teaching.
4. Faculty members would be intimated of their promotional needs.

Section B:

1. Activities

- i) Laptops were provided to each faculty members.
- ii) Faculty members from other institution are invited to deliver lectures to the students and discuss with other faculty members.
- iii) Frequent counseling sessions are held with students.
- iv) Faculty members took part in national, international level seminars.
- v) Faculty members published papers in various reported journal.

2. New Academic Programmes launched

Honours course in Bengali has been launched from 2012-13 academic sessions.

3. Innovation in curriculum design and transaction

- i) Interactive methods were introduced like peer learning, students' seminar.
- ii) Periodical assessment included.
- iii) The entire syllabus was divided into modules and number of lectures were pre-assigned and time to time monitoring of the progress was done..

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

Periodic tests were included along with one annual summative test before the final University examination to track the student's progress periodically and give them a dress rehearsal for the final examination. Question papers for the exams were prepared following the models of University examination.

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) The IQAC organized inter-institutional training programmes to enable them to use ICT in classroom teaching.
- iii) Small College-level seminars were organized where faculty and other staff members are encouraged to speak of their own research.

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

9. Research Projects: Nil

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) 3rd Edition of College magazine **Setu** published.
- ii) One of faculty members co-edited a National level referred journal in English.
- iii) One of the faculty members published a book on Medieval Bengali Literature.

17. Details of departments getting assistance: Nil

18. Community Services:

- i) Faculty members took part in various social functions organized in the area.
- ii) Staff and faculty members participated in village surveys as a part of NSS activities took out awareness rallies, judged debate competitions, organized cultural programs where locals participated.

19. Teachers and officers newly recruited:

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

20. Teaching-non-teaching staff ratio: 11:8

21. Improvement in the library services

Computerization of the library has been initiated

22. New Books/journals subscribed and their values:

Book: 44 copies, Journal: Nil, Value: 10122/-

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

Not available

24. Feedback from stakeholders: Not taken

25. Unit cost of education: Rs. 3621/-

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

- i) Admission forms were sorted and merit list was generated online.
- ii) Tenders were invited for College Automation software management.

27. Increase in Infrastructural facilities:

- i) Three more classrooms were built.
- ii) Several furniture for classroom and office room was made.

28. Technology upgradation:

- i) Office were provided with more computers and printers and they were connected via LAN,
- ii) Students were provided computer services in their reading rooms.
- iii) Projectors, visualisers were brought.

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

- i) Laptops were provided to each faculty members.
- ii) Teaching and non-teaching staff are provided internet services at College office
- iii) Students are provided internet services at College library.

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 arrangement for the payment of various scholarships to SC/ST/OBC & Minority students from Govt. and non-Govt. sources.

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. Sk Nabirul, one of the alumni of the College managed a fund from local sources which were utilized for making benches and buying ceiling fans for class room.

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 are 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 kit 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.

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.

40. Good practices of the institution:

- i) Continuous and sustained interaction among faculty members and students regarding various academic aspects and life-skills that would put them in good stead in the life to come.
- ii) Arrangement of various cultural activities to foster ideas of unity and cultural integrity among students.
- iii) motivating the students with the values of NSS.
- iv) organizing motivational and life-skill classes to prepare the students for a life beyond the campus.
- v) green campus.
- vi) Regular interaction with staff members to make them feel the necessity of continuous upgradation.

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

- i) College is associated with Red Ribbon Club and get 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:

- i) College has taken initiatives for the development of infrastructure
- ii) College has taken initiatives for the development of IT infrastructure.
- iii) Initiatives towards preparing an academic calendar and well-thought teaching plan have been taken.
- iv) Initiative towards regular monitoring of teaching-learning process and reforms in the present examination system have been taken.
- v) Initiative towards building a separate library building has been taken.

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

- i) The College has taken initiative in opening Honour courses in new subjects such as English and Education.
- ii) Initiatives towards opening science stream have been taken.

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

- a. College has prepared Academic Calendar for the 2012-2013 Session,
- b. Use of teaching plan has been made effective.
- c. Use of UGC fund for several projects has been made.
- d. Effective use of ICT in the office and library has been made.
- e. Research publications of teachers have increased.

- f. Student-teacher rapport has become more concrete.
- g. It has been able to motivate the teachers (specially young ones) to pursue higher studies in terms of research degrees or postdoctoral researches.
- h. Library has been augmented with new books and equipment.
- i. Use of library and laboratory by the students and teachers has better considerably.
- j. Three more classrooms have been built.
- k. Observation of important dates such as the as Netaji Birthday (23rd January), Republic Day (26th January, Rabindranath Tagore's Birthday(9th May), Independence Day (15th August), Teacher's Day (5th September)could be maintained.
- l. Laptops were provided to all full-time faculty members.
- m. College office was made computer-equipped.

Section D: Plans of the College for the next year

- a) To publish and distribute the academic calendar to the students during admission.
- b) To build more classrooms.
- c) To install silent generators for continuous power supply to the College building.
- d) To make the approach road to the College concrete.
- e) To beautify the College garden.
- f) To prepare the playground of the College and boost up sports activities in it.
- g) To introduce Honours course in new subjects.

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

*Name & Signature
of the Chairperson, IQAC*