

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: **2015-16**

Section A:

- a) To make all admission completely online and bring complete transparency in admission process
- b) To get full-time teaching posts sanctioned in science stream.
- c) To increase the student-teacher ratio.
- d) To appoint more NET/SET qualified teachers.
- e) To encourage teachers to submit annual appraisal.
- f) To introduce Honours in new subject.
- g) To organize a National-level seminar in the College.
- h) To inculcate familial and societal values among students.
- i) To encourage students also to have a career other than academics.
- j) To improve sanitation system in the College.
- k) To improve the conditions of the College playground.
- l) To engage a Nodal Officer for filling-up the updated datas to the AISHE portal.
- m) To constitute a committee for maintaining UGC affairs.
- n) To build a parking lot for students.

Section B:

1. Activities

- i) All admission for Honours and General courses were done only through online mode.
- ii) All payments relating to admission were done through bank and students need to come to College for verification only after admission is concerned.

- iii) More guest teachers with NET or SET engaged.
- iv) Detailed proposal for organizing a National Seminar in Bengali literature sent to the UGC for approval.
- v) Anti-Ragging Committee, Cell for Preventing Sexual Harassment of Women and Grievance Redressal Cell established and made functional to take steps against any atrocities on the students.
- vi) Regular seminars were organized to sensitize students of their roles in the society and encourage them to participate in various social programs besides academics. Seminars to make them aware of the roles of a good citizen were arranged.
- vi) Sanitation facility improved in the College. One separate toilet each for female students and male students built.
- vii) Professor Prasun Banerjee was formally engaged as the Nodal Officer for filling up the updated data of the College to the AISHE portal which has been done him for the past few years.
- vii) A separate Committee for maintaining UGC affairs such as planning the expenditure from the UGC fund, preparing the utilization certificate, facing the interface meeting was constituted.
- ix) A separate cycle stand made for the students beside the playground.

2. New Academic Programmes launched

Proposal for introducing science stream in general courses with Mathematics, Computer Science and Physics were sent to Higher Education Department.

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) Proposal of a interactive teacher's blog was taken.
- 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.

6. Candidates qualified NET or SET: Nil

7. Initiative towards faculty development programme

- i) Faculty members are 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) Small College-level seminars were organized where faculty and other staff members are encouraged to speak of their own research.
- iv) Faculty members were encouraged to take up assignments in other College as resource persons of Seminars, co-collaborators of Seminars .
- v) Faculty members are encouraged to pursue Ph.D or work as Reseach guides.

8. Total number of seminars/workshops conducted: Four (4)

9. Research Projects: Ongoing: 1, Completed: 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) One of faculty members co-edited a National level referred journal in English.

- ii) One of the faculty members took up a minor research project on Medieval Bengali Literature.
- iii) Several research articles were published by Faculty members which were preserved in the College Library.

17. Details of departments getting assistance:

- i) Rupees 22148/ is given to the Department of English for buying books.
- ii) Rupees 20000/ is given to the Department of Bengali for buying books.
- iii) Rupees 20000/ is given to the Department of History for buying books.
- iv) Rupees 20000/ is given to the Department of Political Science for buying books.
- v) Rupees 20000/ is given to the Department of Education for buying books.
- vi) Rupees 20000/ is given to the Department of Philosophy for buying books.
- vii) 100 chairs with writing tables provided to the Departments of English.

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.
- iii) Students and faculty members visited nearby villages to make the villagers aware of the value of cleanliness.
- iv) Teachers contacted guardians of students and helped them solving various problems of life. Guardians were made part of feedback mechanism.

19. Teachers and officers newly recruited:

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

20. Teaching-non-teaching staff ratio: 17:11

21. Improvement in the library services

Proposal for making a separate library building sent.

22. New Books/journals subscribed and their values:

New Books: 468, Journals: 3, Total Value-Rs.122148/-

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

Feedback system initiated in the Department of English

24. Feedback from stakeholders: Not taken

25. Unit cost of education: Rs. 4712/-

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

- i) All first year 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) Four water filter with coolers installed in the College.
- ii) On grid electronic wiring being done.
- iii) Many cushion-covered chairs were bought.

28. Technology up gradation:

- i) Two Photocopier and Cyclostyle Printers brought for office use.
- ii) LAN service provided in the office and library.
- iii) Scanners was 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. Proposal 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 interval 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 them.

35. Incentives to outstanding sportspersons:

The College has a system of awarding outstanding sportsperson 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.
- 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, complete-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 liking improving the quality of the staff.
- 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.

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:

- i) All first year admission made online.
- ii) All payments relating to admission were done through bank.
- iii) Only teachers having UGC-stipulated qualification included.
- iv) Anti-Ragging Committee, Cell for Preventing Sexual Harassment of Women and Grievance Redressal Cell established and made functional to take steps against any atrocities on the students.
- v) Regular seminars were organized on various issues.
- vi) Sanitation facility improved in the College. One separate toilet each for female students and male students built.
- vii) Student seminars and Via-voce introduced in Honours classes.
- viii) Updated data uploaded to AISHE portal regularly.
- ix) Proper communications were maintained with respective authorities and stake-holders.
- x) Governing Body meetings were convened at regular interval of time and the resolutions taken in the meeting are executed properly.
- xi) A separate cycle stand is built for the students and parking is managed in a disciplined way.

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

- i) College arranged regular interactions with students through various channels to know their needs and views.
- ii) Student's Union was included in various policy making decisions.

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

- a. A healthy atmosphere can be created in the College campus where everybody can express their opinions freely.
- b. Teachers are motivated to pursue research works for Ph. D Degree and publish paper in journals of repute.

- c. Facilities have been increased in terms of computers, modern gadgets. Library has been augmented with more books
- d. Campus has been kept clean with the help of NSS Unit, general students, and staff of the college.
- e. Students can be included in the decision making process.
- f. Students have been encouraged to explore various other career options than usual.
- g. Health and hygiene consciousness increased among students
- h. Cultural values and communal integrity values could be instilled among students as team work in NSS activities have been successful.
- i. Number of students attended classes increased.

Section D: Plans of the College for the next year

- 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-caretaker for the College.

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

*Name & Signature
of the Chairperson, IQAC*