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: **2013-14**

Section A:

a) To publish and distribute the academic calendar to the students during admission.

b) To develop the infrastructure further.

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 build a College garden.

f) To prepare the playground of the College and boost up sports activities in it.

g) To introduce Honours in new subject.

h) To conduct national and international level seminar in the College.

i) To sensitize the students about cleanliness of the campus and environment.

j) To engaze staff to manage the College library.

k) To employ a day guard.

j) To sensitize the students of ragging related harassments and how to protest them.

Section B:

1. Activities

 i) Academic calendar was printed and distributed to the students along with College prospectus.

ii) Three more classrooms were built.

iii) Two silent generators (30 KV Capacity and 5 KV capacity) were installed.

iv) Faculty members took part in national, international level seminars.

v) Faculty members published papers in various reported journal.

vi) A part of the approach road was made concrete.

vii) Cleanliness campaign was undertaken by the NSS Units.

vii) Honours course in English has been launched from 2013-14 academic sessions.

viii) A flower garden was built in the College.

ix) Two technical library assistants and one day guard were appointed on temporary basis

2. New Academic Programmes launched

Honours course in English has been launched from 2013-14 academic sessions.

3. Innovation in curriculum design and transaction

i) ICT enabled classes are included in the class routine.

ii) Assignment system as a part of periodical assessment included.

iii) Project work introduced in Environmental science as per University guidelines.

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

Students of all departments were asked to write assignments on a given topic to test their analytical skills and originality. 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.

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

v) Computers and printers were provided in the Teachers' room to digitize documents.

8. Total number of seminars/workshops conducted: Three (3)

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) 4th Edition of College magazine **Setu** published**.**

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

iii) One wall-magazine called '**Udvas'** published.

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.

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.

19. Teachers and officers newly recruited:

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

20. Teaching-non-teaching staff ratio: 13:11

21. Improvement in the library services

Computerization of the library has been partially complete.

22. New Books/journals subscribed and their values:

New Books: 58, Journals: 2, Total Value-Rs.12600/-

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. 3465/-

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 through excel sheet.

ii) College Automation software was installed in the College

27. Increase in Infrastructural facilities:

i) Three more classrooms were built.

ii) Several furniture for classroom and office room was built.

iii) A part of the approach road was made concrete

iv) A flower garden was build in the College.

28. Technology up gradation:

i) College Automation software introduced. Accounting made completely computerized.

ii) External hard drives, pen drives, high definition camera bought

iii) Voice recorders were brought to record classes and meetings.

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

i) All non-teaching staff are 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.

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.

32. Activities and support from the Parent-Teacher Association

No such association is there.

33. Health Services

First-aid services are proved 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.

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) Initiatives to provide every non-teaching staff with laptops were taken.

v) Even Group-D staff are made computer-literate.

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.

vii) Continuous upgration of teaching and non-teaching staff.

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) 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.

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

i) The College has taken initiative in opening Honours courses in new subjects such as History and Education.

ii) Initiatives towards opening science stream have been taken.

iii) Initiatives to provide every non-teaching staff with laptops were taken.

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

a. Academic atmosphere has been made more student-friendly.

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 library, classroom.

d. Campus has been kept clean with the help of NSS Unit, general students, and staff of the college.

e. A totally ONLINE Admission system as decided by State Government of West Bengal was developed with the financial assistance of state government.

f. Observation important dates such as International Mother Tongue Day (21st February), Netaji Birthday (23rd January), Republic Day (26th January), Independence Day (15th August), Teacher's Day (5th September), National Unity Day (31st October) , World AIDS Day (2nd December), etc.

g. Cultural values and communal integrity values could be instilled among students as team work in NSS activities have been successful.

h. New course could be introduced. Number of students taking admission increased.

i. Number of students attended classes increased.

Section D: Plans of the College for the next year

a) To make the admission system completely online.

b) To build more classrooms.

c) To engaze the lower division staff in decision making rolls and empowering them

d) To construct a separate building for science stream.

e) To get more teaching and non-teaching posts sanctioned.

f) To introduce Honours in new subject.

g) To encourage and introduce cashless transaction in the College.

h) To go for regular auditing of the College accounts.

Name and Signature of the
Director/Coordinator, IQAC

Name & Signature
of the Chairperson, IQAC