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: **2014-15**

Section A:

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 History.

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

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

i) To get more trees planted at the College campus.

j) To make a College website.

k) To get the College name registered at various online platforms.

l) To arrange for observation of more important days.

Section B:

1. Activities

i) All admission for Honours courses are done through online mode centrally via the University website.

ii) Admission into General Course has been done via computerized system.

iii) All non-teaching staff has been provided with laptops.

iv) Three classrooms and a laboratory are built in a separate block designated for science.

v) One faculty member registered for Ph.D and one faculty registered for D.Litt.

vi) A part of the approach road has been made concrete.

vii) Various awareness campaigns on load safety & sanitation has been undertaken by the NSS Units.

vii) Honours course in History has been launched from 2014-15 academic sessions.

viii) Tender and quotation system are introduced for purchasing items.

ix) The College boundary wall has been whitehas beenhed with weather coat.

2. New Academic Programmes launched

Honours course in History has been launched from 2014-15 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 made an essential part of the academic curriculum

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

iv) Faculty members are sent to take part in various University workshops on syllabus-making.

v) Blended learning concept has been introduced.

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

Assignment system has been included in the General stream also. Students of all departments are asked to write assignments on a given topic to test their analytical skills and originality. Periodic tests are 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 are prepared following the models of University examination.

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) The IQAC organized inter-institutional training programmes to enable them to use ICT in classroom teaching.

iii) Small College-level seminars are organized where faculty and other staff members are encouraged to speak of their own research.

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

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

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

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 Bemgali 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.

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 are made part of feedback mechanism.

19. Teachers and officers newly recruited:

Five guest teachers are 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 complete.

22. New Books/journals subscribed and their values:

New Books: 44 Journals: 3, Total Value-Rs.15742/-

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. 3525/-

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

i) Admission into Honours courses are done through online mode including cash transaction.

ii) College Automation software has been installed in the College and accounting has been made online.

27. Increase in Infrastructural facilities:

i) A separate science block has been built.

ii) Necessary repairing and coloring of College building done.

iii) Principal's chamber has been decorated with modern equipments.

28. Technology up gradation:

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

ii) An Apple Tablet has been bought for the Principal.

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

i) All non-teaching staff has been 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 are 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. 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 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 are 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) Initiatives to provide every non-teaching staff with laptops are 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 up gradation of teaching and non-teaching staff.

viii) Goal-based activity weeks organized with non-teaching staff to manage administrative activities.

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) All admission for Honours courses are done through online mode centrally via the University.

ii) Admission into General Course has been done via computerized system.

iii) All non-teaching staff has been provided with laptops.

iv) Three classrooms and a laboratory are built in a separate block designated for science.

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 Education and Philosophy

ii) Initiatives towards getting book and furniture grant for science stream will be taken.

iii) Initiatives to provide students with wi-fi services is 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 and science building.

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

e. A campus with modern technological devices could be prepared.

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

j. Number of students attended classes increased.

k. Relationship among students and teachers made more organic and kinetic.

Section D: Plans of the College for the next year

a) To make general admission completely online.

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.

Name and Signature of the
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CO-ORDINATOR,
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Name & Signature
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