

# ANNUAL QUALITY ASSESSMENT REPORT

Name of the Institute: **School of Library and Information Science**

Year of Report: **2012-2013**

**PART-A: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.**

1. Curricular Aspect	<ul style="list-style-type: none"><li>• Grade-Credit System is followed</li><li>• The course curriculum is regularly updated. Last updated in the beginning of 2012-13 academic session.</li><li>• Curriculum development process is based on the recommendations of head and faculty members of SLIS. The recommendations of subject experts from other universities and LIS industries are taken to curriculum development. The SLIS is also incorporated the student feedback for the same.</li><li>• The syllabus is revised according to Library and Information Services needs.</li><li>• The curriculum of M Phil in LIS is designed as per the UGC norms and M.P.Government guidelines.</li><li>• Remedial sessions are organized for weaker students and enrichment sessions for the brighter ones.</li><li>• Our faculty members are friendly with the students .The students ask any query any time at any place.</li></ul>
2. Teaching – learning and Evaluation	<ul style="list-style-type: none"><li>• The classroom is equipped with multimedia projector.</li><li>• The teaching included more practical class rather than theory class.</li><li>• The motivational and expert lectures are organized by SLIS.</li><li>• To develop the research skills among MLIS students a paper is an elective paper included in the MLIS course and a six month dissertation work under the research guide is compulsory to M Phil students for advancement of research work.</li></ul>

	<ul style="list-style-type: none"> <li>• The SLIS has a good team of young, energetic and qualified faculties and experienced Head (01 Head, 04 Lecturers)</li> <li>• All the faculty members are NET qualified.</li> <li>• The time table of academic schedule is made and uploaded on the website in the beginning of each semester.</li> <li>• Continuous and comprehensive evaluation process is followed with 3 Unit Test (3<sup>rd</sup> Unit Test as a presentation using ICT) and final semester exams in each semester.</li> <li>• Complete transparency is a key feature of our evaluation system in which the teachers show the answer book to the students after the evaluation.</li> <li>• Timely evaluation of answer sheets and declaration of results within the 15 days from ending the exams.</li> <li>• Students' are given feedback on their performance and answer sheets are shown to them.</li> <li>• Result processing is computerized.</li> <li>• Teaching learning process with ICT component</li> <li>• Comprehensive Viva-Voce provides an external audit to the evaluation system</li> <li>• Many cultural and sports activities are conducted including Librarians Day, Fresher-Farewell, induction program and interdepartmental sports and cultural activities.</li> </ul>
3. Research, consultancy and Extension	<ul style="list-style-type: none"> <li>• Approximate 10 research papers are published in international and national journals as well as seminars during 2012-13 .</li> </ul>
4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>• We have more than 10 computers for students and faculties</li> <li>• We have 10 well equipped laboratories</li> </ul>
5. Student Support and Progression	<ul style="list-style-type: none"> <li>• Most of the students got jobs in national and reputed organizations in India.</li> <li>• Hostel, internet and Health facilities of the University are available</li> </ul>

	<ul style="list-style-type: none"> <li>• Grievances redressal mechanism exists and counseling is provided to students by conducting teachers-student meetings</li> <li>• Remedial classes are arranged for weaker students</li> <li>• Special Guidance is given to students aspiring to UGC Net and other competitive exams.</li> <li>• Students participated in University Cultural and Sports activities and also part of our every committee</li> </ul>
6. Governance & leadership	<ul style="list-style-type: none"> <li>• Full academic autonomy</li> <li>• Faculty involved in Examination and Professional Development activities of the Universities</li> <li>• Academic Calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time</li> <li>• Strong emphasis on classroom teaching and practical training in the university central library.</li> <li>• Results declared on time</li> <li>• Assessment of students is undertaken through regular and continuous evaluation at the end of the semester exam.</li> <li>• Student feedback system is followed for continuous improvement</li> </ul>
7. Innovative practices	<ul style="list-style-type: none"> <li>• Faculties provide a vision to become good human being along with the success in professional and personal fronts of the students.</li> </ul>

**Part B: Action Taken during the Year**

01	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> <li>a. Regular teaching with teaching aids</li> <li>b. Syllabi coverage: 100 %</li> <li>c. Provide concepts to crack various competitive examinations.</li> </ul>
02	New academic program initiated (UG and PG)	None during 2012-13
03	Innovations in curricular design and transaction	Syllabus of M.Phil in LIS, MLISC and BLISC was updated in 2012 for 2013 and revised completely. Student feed back was taken after every six months, in May and in December.

04	Inter-disciplinary programmers started	Elective Subjects is already there in M.Phil. However, planned for the same at MLISC level for 2013-14.
05	Examination reforms implemented	Semester system is followed and the answer sheets were shown to the students after evaluation.
06	Candidates qualified NET/SLET/GATE etc.	NIL
07.	Initiative towards faculty development programme	Sri. B.Ratha and Ms.Arati Joshi attended the Saksham Programme organized in the SCSIT, DAVV.
08	Total number of seminars/workshops conducted	1. NIL
09	Research projects a)Newly implemented b)Completed	NIL
10.	Patents generated if any	None
11.	New collaborative research program	NIL
12.	Research grants received from various agencies	NIL
13	Details of Research scholars	The M.Phil students are conduct he Research in the second semester.
14.	Citation index of Faculty members and impact factor	NIL
15	Honors/Awards to the faculty	NIL
16	Internal resources generated	All the courses are Self finance
17.	Details of departments getting SAP, FIST, etc assistance/recognition	None
18.	Community services	Career guidance without any charge to students is provided.
19.	Teachers and officers newly recruited	None.
20.	Teaching-Non-teaching staff ratio	2:1
21.	Improvements in the library services	New Books with latest titles have been added in the Departmental Library.
22.	New books/journals subscribed and their	NIL

	Value	
23.	Courses in which Student Assessment of Teachers is introduced and the action taken on student feedback.	In all courses, Student's Feedback was analyzed. Overall rating about the department and teachers was very good.
24.	Unit Cost of Education. Unit cost = total annual expenditure budget (Actual) divided by the number of students enrolled.	Rs.24051.00 per student.
25.	Computerization and Administration and the process of Admissions and examination, result issue of certificates.	Our department library is fully computerized. Cash Book is maintained in MS-Excel. Admissions are strictly on the merit basis in the entrance test.
26.	Increase in the infrastructural facilities.	Nil
27.	Technology up gradation.	Networking facility through IT center with 10 Computers and 01 LCD projectors are available.
28.	Computer and internet excess and training to teacher and students.	Yes
29.	Financial aid to students.	Government scholarship is provided to SC/ST and OBC candidates
30.	Activities and support from the Alumni Association.	Alumni help students to find vacancies and research programmes.
31.	Activities and support from the parent Teacher Association.	NIL
32.	Health Services.	Students are provided Health Centre facility by the University.
33.	Performance in sports activities.	Students participated in Inter Departmental Sports activities.
34.	Incentives to outstanding sports persons.	Nil
35.	Students achievements and awards.	M.Phil student get the Rajiv Gandhi fellowship from Government of India

36.	Activities of the Guidance and Counseling Units.	Discussion with students is held to provide information and to encourage them in different activities during regular student teachers meetings.
37.	Placements services provided to student.	One teacher is placement officer, who provide the counseling regarding placements.
38.	Development programmes for Non- teaching staff.	NIL
39.	Healthy practices of the institution.	Quality teaching Harmony in working ambience. For quality assurance, self analysis and feedback from students was practiced.
40.	Linkages developed with National/ International, Academic/Research bodies.	NIL
41.	Any other relevant information the institution wishes to add	Department works for the overall development of the students through regular teaching and discussion with the students.

**Part C: Detail the plans of the institution for the next year:**

- Development of Computer laboratory and furniture facilities
- To increase the number and titles of books in departmental library
- Organization of Seminars, Conferences and Workshops at State, National and International levels
- Strengthen the placement, guidance, counseling and extension service cells
- To strengthen research activities, new research projects will be submitted to various funding agencies
- Faculty participation in Seminars, Conferences and visits will be encouraged

**Name & Signature of the  
Coordinator IQAC**

**Name & Signature of the  
HEAD, UTD**