

KATWA COLLEGE

(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office

KATWA – 713 130

PURBA BURDWAN

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Action Taken Report Based on Feedback Analysis Session :2019-20

By integrating the final conclusion and suggestions from the analysis of feedback from the stakeholders (Students, Teachers, Employers, Alumni, Hostel Boarders and Parents) and of the college, are the key areas of consideration are extracted. These areas of consideration are discussed with the Principal by the IQAC Coordinator. Appropriate actions are taken at the level of the Principal where necessary, a few areas were represented in the Governing Body meeting of the college.

Below the action taken report has been shown in a tabular form. The first column refers as the key areas of consideration (extracted from feedback analysis). The second column depicts the action taken. Actions are general or specific. General actions had taken by all the Departments/Committees/Cells; but, specific actions had taken by the Specific Department/Cell/Committee where it was applicable.

Sl. No	Key areas of consideration	Actions Taken	Nature of Action General/ Specific
01	More books in the library with updated editions of the existing books (Stakeholder: students & Faculty members).	The Principal of the college called the librarians for a short meeting and he was asked to work further on this area. He advised the librarians to collect requirement of books from teachers and make a pool of books to purchase for the libraries. The point was also discussed in the Governing Body meeting by the Principal and requested for funds for purchasing more books.	Specific (Library)
02	Facilities of Indoor games in Both Common rooms, i.e. – Boys & Girls.	For this, Principal said that some games have also been provided in common room; however, the Convener of Sports Sub Committee / Common Room Committee was asked to see further possibilities and take action accordingly in consultation with committee members.	Specific (Common Room Committee)
03	Railway Concession (Stakeholder: students).	As per the demand of the students, the applications for railway concession in prescribe format are forwarded to the Indian Railway for consideration. After consideration they enjoyed for the same.	General
04	More numbers of FDPs to be conducted for the faculty members.	Principal was told the IQAC Coordinator that FDP schedule	Specific (Principal & Management)



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	(Stakeholders: faculty members)	based on the interest area of the faculty members to be organized to enhance their domain knowledge in the upcoming sessions.	
05	Students failed in semester internal examination for some reasonable causes should be given another chance. (Stakeholder: students)	The Principal discussed this point before the Examination Sub-Committee meeting and committee approved the matter.	Specific (Principal and Examination Committee)
06	More number of Community Programs to be organized in nearby villages. (Stakeholder: student & NSS volunteers).	Department of Geograpgy, B.Ed., Chemistry, Commerce and the NSS & NCC units initiated community building activities.	Specific (Principal, NCC & NSS)
07	New Cycle Stand (Stakeholder: student & staff members)	The demand had been forwarded to the Governing Body for consideration and the body approved the same.	General
08	Examination Related Grievance (Stakeholders: students)	A grievance Redressal Cell monitors the internal grievances and report to the Principal and he in turn informs the Governing Body for discussion and to take necessary action.	Specific (Principal and Grievances Redressal cell)
09	Ragging Free Campus (Stakeholder: student & parent)	Anti-Ragging Cell , Anti Ragging Squad, ICC committee had formed & are working in surveillance of the Principal for ragging free campus.	Specific (Principal and Anti Ragging Committee)
10	Safety Security equipments like CCTV in girls' hostel (Stakeholder: Girls' Hostel Boarders)	Based on the demand of Girls' Hostel Students', our Girls Hostel is now under the coverage of CCTV surveillance.	Specific (Principal and Management)
11	Framing of more number of Add-On courses focusing the employability of the students (Stakeholder: students)	Focusing the employability of the students, more add-on courses had been introduced.	General
12	Regular cleaning of washroom / latrine	Principal had instructed the concerned persons to solve the problem.	General
13	More drinking water facilities.	Principal placed the demand before the GB and it has been resolved that more drinking facilities are to be installed.	General
14	Inadequate teaching faculty.	As instructed by the Governing Body , application for the new vacancies as well as existing posts had been submitted to the higher authority.	Specific (Principal, Management)
15	Inadequate MTS	As instructed by the Governing Body , application for the new vacancies as well as existing posts had been submitted to the higher authority.	Specific (Principal, Management)


 15/7/20
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As ordered
 Principal 15/07/2020
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Action Taken Report Based on Feedback Analysis Session :2020-21

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1	Workshop on IPR can be organized. (Stakeholders: students & faculty members)	Seminar Sub-Committee convener has advised to arrange more workshops on IPR.	Specific (Principal and Management)
2	Students failed in semester internal examination for some reasonable causes should be given another chance. (Stakeholder: student)	The Principal discussed this point placed before the Examination Sub-Committee meeting and committee approved the matter.	Specific (Principal and Examination Committee)
3	GYM should be opened everyday including holiday and Sunday. (Stakeholder: students & faculty member)	Provision for opening every day including holiday and Sunday be taken into consideration.	General
4	Industry based talks relevant with course to be increased. (Stakeholder: students)	More industry experts be invited in the next academic session.	Specific (Principal and Management)
5	Library Automation (Stakeholders: students & faculty members)	College authority had decided to convert the college central library from manual to automation. Now the libraries are functioning as Semi- Automated.	Specific (Principal and Library Committee)
6	Online Class (Stakeholder: students)	College authority had instructed the teachers to continue the teaching learning process through online at the time of COVID-19 pandemic.	General
7	Maintenance of time of on-line classes. (Stakeholders: students)	Arrange meeting with all teachers and decided that classes will be taken according	General

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		to the timetable.	
8	Insufficient Laboratory instruments as per CBCS curriculum. (Stakeholders: students & faculty members)	Requires Fund for purchase.	Specific (Principal and Management)
9	Other alternative classes beyond regular classes and discussion type sessions. (Stakeholders: students)	College organizes seminars for different topics where students get opportunity to share their ideas beyond the textbooks.	Specific (Principal and Management)
10	Core companies should be invited for placement. (Stakeholders: parent/ Alumni)	Placement cell instructed to invite more core companies.	Specific (Principal and Management)
11	Student-centric teaching should be promoted with more experimental learning and case studies. (Stakeholders: students)	Experimental based teaching methodology adopted with faculty members.	Specific (Principal and Management)


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Action Taken Report Based on Feedback Analysis Session :2021-22

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01	Students failed in semester internal examination for some reasonable causes should be given another chance. (Stakeholder: students)	Principal discussed this point before the Examination Sub-Committee meeting and committee approved the matter.	Specific (Principal and Examination Committee)
02	More PGs and UG Programs (Stakeholder: students)	Requests had already been sent to introduce 10 PG and UG courses to the higher education department, Government of West Bengal.	Specific (Principal and Management)
03	Mass Communication & Mass Media UG Course demanded by Mahakuma Press Club (Stakeholder: student, alumni)	Request had sent to higher education department, Government of West Bengal. College is still awaiting for permission to introduce the Mass Communication & Mass Media UG Course.	Specific (Principal and Management)
04	Arabic UG Course demanded by local people (Stakeholder: students, alumni)	Request had sent to higher education department, Government of West Bengal. College is awaiting for permission to introduce the Arabic UG Course.	Specific (Principal and Management)
05	Napkin Vending Machine (Stakeholder: Girl students/ boarders of Girls' hostel)	Two (02) Napkin Vending Machine had installed at Girls' Common Room and Girls' Hostel which are maintaining properly for the fulfilment of the students.	Specific (Principal and Girls' common room committee)
06	Exemption of Examination & admission fee at the time of COVID-19	The Governing Body of our college had decided to Exempt	Specific (Principal and

	19 pandemic (Stakeholder: students)	the Examination & admission fee at the time of COVID-19 period to fulfill of students' need.	Management)
07	More number of webinars to be conducted. (Stakeholders: students & faculty members)	Departments are advised to invite eminent speakers on specialized domain to impart domain knowledge.	Specific (Principal and Seminar Committee)


 27/6/22
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Action Taken Report Based on Feedback Analysis Session :2022-23

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01	Provide additional knowledge by the Alumni regarding job opportunities (Stakeholder: students).	The Convener of the Career Counseling and Placement Cell was advised that along with students' Whatsapp groups, intimation of any job opportunities must be sent to Alumni groups also. He was also asked to ensure that the information must reaches both the Alumni & students.	Specific (Career Guidance and Placement Cell)
02	Organizing more educational trips and extension activities. (Stakeholders: students & Faculty members).	The suggestion of educational trips was mentioned by students, and certain teachers gave suggestions for more extension activities. However, numbers of extension activities are organized in the college; yet, Principal made out a circular and asked the teachers to organize educational trips for students under the banner of any committee/Cell/Department and keeps an eye on the opportunities in this regard.	General
03	Hygiene to be maintained in Canteen (Stakeholders: students & faculty members)	In this matter, the Secretary Teachers' Council is authorized to take proper action in consultation with	Specific (Management)



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11/05/2023

Coordinator
11/5/23

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		Principal.	
04	Extra Classes (Stakeholder: student & parent).	Parents demanded needs for extra classes. In this regard, Principal called a meeting of all the teachers. Teachers said that they already take extra classes for weak students, as and possible. They also teach in an auxiliary manner if any teacher falls on leave and any class is free. However, not in a formal manner, but, according to teachers extra classes are already in practice.	General
05	Some online journals access to be made to all faculty members as well as students. (Stakeholders: students & faculty members)	Both Central and B.Ed library had purchased numbers of journal. Besides, Katwa College is a subscriber of N-List portal, by which students and faculties can access the relevant journals.	Specific (Principal & Library Committee)
06	Students failed in semester internal examination for some reasonable causes should be given another chance. (Stakeholder: students)	Principal discussed this point before the Examination Sub-Committee meeting and committee approved the matter.	Specific (Principal and Examination Committee)
07	More industrial visit should be arranged for students of Science and Commerce (Stakeholder: students).	Departments arranged a few number of industrial visit for students of Science and Commerce but it should be increased in the next academic years.	Specific (Principal and Management)
08	More assignments and presentations are to be given to improve communicative Skills. (Stakeholder: student)	Assignments, quizzes and presentation are incorporated in the assessment parameter of every program.	General
09	Hostel food is not fulfilling the expected standards. (Stakeholder: students).	A review meeting was conducted by the Mess Committee and it has decided to increase the meal charge slightly per month as the market price increasing day by day.	Specific (Principal and Hostel Committee)
10	Boundary Wall of the Playground (Stakeholder: students & faculty members)	The boundary wall of the playground had already constructed.	General
11	Repairing of the Girls' Common Room (Stakeholder: students)	Principal had forwarded the proposal for repairing to the Governing Body and the Governing Body approved fund to deposit at PWD office..	Specific (Principal and Girls' Common room Committee)
12	Repairing of the Science Building (Stakeholder: students & faculty members)	The science building had repaired and renovated for the fulfilment of students' need.	Specific (Principal and Management)
13	Plastic Free Campus (Stakeholders: students & faculty members)	A drive was taken and different awareness program were held for the purpose. Now the college campus is free from single use plastic product.	General
14	Necessary guidance to be given to publish research work in peer-reviewed journals and patents. (Stakeholders: students & faculty members)	Workshops were organized by eminent academicians on research methodology for more exposures on research publications and patents.	Specific (Principal and Research Committee)
15	Relationship/bonding and communication among	College had taken necessary steps that has increased	General

	support staff and teacher. (Stakeholders: student, support staff & faculty members)	student, teacher, support staff and alumni relationship/bonding. Reunion, friendly matches, cultural programs are also organized to develop the relations .	
16	Lack of managerial and leadership qualities among the students. Needs improve by imparting more number of guidance sessions. (Stakeholders: employer)	Career Counselling Cell conducted sessions to focus on managerial and leadership skills.	General
17	Remedial classes to be offered to first year students for some classes. (Stakeholders: teachers)	Slow and weak learners to be identified in the upcoming semester and provisions of remedial classes to be made.	General
18	Students are facing mental health issues. (Stakeholders: parent)	All mentors conducted special mentoring sessions with mentees and discussed challenges to mental health and well-being.	Specific (Principal and Management)

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11/5/23
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Action Taken Report Based on Feedback Analysis Session :2023-24

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01	Syllabus revision and contemporary Topic in the Syllabus (Stakeholders: students, faculty members & employer)	Some teachers suggest this measure. In this regard, NEP 2020 has already been implemented by the University and by default new courses and curricula have been launched in the college.	General
02	Free Bus Service (Stakeholder: students).	The decision for free bus service for students rests with the Principal and College Management. The principal discussed this point before the Governing Body meeting and requested management to advise further if anything could be done in this matter.	Specific (Principal and Management)
03	More focus is required on hands-on training (Stakeholder: students).	Hands on training programs on fire protection services and GPS had conducted. More hands on training programs are to be introduced with the help of concerned departments, NCC & NSS	Specific, Department, NCC & NSS
04	Research Opportunities and projects funding available from Government/ Non-government agencies should be informed to faculty members. (Stakeholder: Faculty Members).	Research Cell to share information through teachers whatsapp group regarding the availability of the opportunities.	Specific (Principal & Research Committee)
05	Certificate Courses can be offered for better employability skills. (Stakeholder: Students).	Applied for Certificate Course to the University of Burdwan for enhancing employability skills.	Specific (Principal & Career Counseling)

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06	Students failed in semester internal examination for some reasonable causes should be given another chance. (Stakeholder: students)	Principal discussed this point before the Examination Sub-Committee meeting and committee approved the matter.	Specific (Principal and Examination Committee)
07	Sports equipment be increased (Stakeholder: students & faculty members)	Principal and the IQAC coordinator had instructed to make a list of sports equipment and it has send to the purchase committee for necessary action.	General
08	Repairing of the Boys' Hostel (Stakeholder: students)	Request along with necessary documents had send to the DPI for necessary permission & fund allotment.	Specific (Principal, Administration and hostel committee)
09	Arrangement of additional Class Room for Chemistry (Stakeholder: students)	A separate classroom for the department of chemistry has arranged in the ground floor of the main building.	Specific (Principal and Management)
10	Green Initiative (Stakeholders: students & faculty members)	College has organized different awareness and tree plantation program. Many tree plantation initiatives has taken and many trees had planted to enhance green initiative.	General
11	Examination Related Grievance (Stakeholders: students)	A grievance Redressal Cell monitors the internal grievances and reports to the Principal and the principal in turn informs the Governing Body for discussion and take necessary action.	Specific (Principal and Grievances Redressal cell)
12	Foreign Language Add-on course (Stakeholder: students)	An Add-on course in 'French' had introduced.	General
13	Install more Fire extinguisher (Stakeholders: students & faculty members)	A number of fire extinguishers had bought and installed at different suitable places in the building.	Specific (Principal and Management)
14	Microphone and white board in the big sized class room (Stakeholder: students)	Microphone and white board in the big sized class rooms had installed.	General
15	Preparation of competitive examination (Stakeholder: students)	Focusing the employment opportunity of the students, more competitive examination oriented program had introduced.	General
16	Research Articles in UGC care listed Journal be published (Stakeholders: student & faculty members)	Faculties had requested & encouraged to publish more research articles in UGC care listed Journal by the IQAC.	Specific (Research and Development Committee)
17	More programme on career counseling like GATE, TOEFL, UGC-NET, SET etc. to be arranged for students. (stakeholders: students)	Faculty members shared resources and provided necessary guidance for competitive examinations.	General (Career Counseling Committee)
18	Female NCC unit should be set up (Stakeholders: parent, students)	Demand of the Girl students had been forwarded to the Governing Body for taking necessary step and the matter has already been sent to the NCC office Kalyani for approval.	General (Principal and Management)


 23/4/24
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 23/04/2024