SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KATWA COLLEGE

DAKBANGLOW ROAD, KATWA, PURBA BARDHAMAN, 713130
713130
www.katwacollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

An acclaimed social leader Late Jitendra Nath Maitra was the pioneer, and he was later joined by many distinguished personalities of the locality. Notable among them were Prof. P. N. Mukherjee, Prof. S. N. Banerjee, Dr. P. N.Bandyopadhya, Prof. S. P. Mukherjee, Dr.Haramohan Sinha and renowned Bengali poets like Kalidas Roy and Kumud Ranjan Mallick who threw their weight behind the establishment of a college at Katwa. Their sincere and indefatigable efforts took on a tangible form with the inauguration of the college on 16th August 1948. The College was initially affiliated to Calcutta University until Burdwan University was established on 16th June 1960. Its inclusion into 2(f) and 12(B) categories under UGC Act, 1956 took place in 01.03.1959 and 01.03.1966 respectively and it now enjoys grant in aid financial status under the Govt. of India. The college also enjoys grant in aid financial status under the Govt. of West Bengal. Besides the achievements of the statutory status, the college has been untiringly and sincerely carrying on its mission.

The college tries to fulfil the following objectives:

1. To Promote knowledge and value-based education through academic excellence;
2. To Provide holistic approach towards education;
3. To Enhance the employability skills of the students;
4. To Inculcate the spirit of quality leadership among students;
5. To train responsible and sensitive youth with commitment towards the society:
6. To inculcate moral values among students;
7. To encourage girl students in securing higher education especially who are coming from families with conservative values,
8. To grow awareness about women empowerment and social rights amongst the female students.
9. Promoting Indian Knowledge System through regular teaching-learning and research endeavors.

Vision

Katwa College aims to be an institution of excellence in higher education and research through the development, innovation and application of knowledge towards creating well-rounded, multi-skilled and socially responsible citizens of India. In brief, the vision of our college is to promote quality education through expansion, equality, excellence and employability.

Mission

1. To provide students with quality educational experiences that can lead to the successful completion of degrees along with imparting of career-oriented education and basic skills of proficiency.
2. To promote successful academics and career through the development of value-based thinking, effective communication, creativity and cultural awareness within a safe, accessible and affordable learning ambience.
3. To establish the college as a potential centre of research activities thus creating a strong tradition of deep-rooted academic culture and an ambience that encourages the scholarly activities of the faculty.

4. To meet the requisites of demographically assorted student population, the institution embraces equity and accountability through measurable learning outcomes, ethical data driven decision making and students' achievement.
5. To contribute in the development of habits, attitudes and qualities of character building, enabling the students to become responsible and dignified citizens of India.
6. To inculcate communal harmony among all stake holders.
7. To hone various skills in personality development thereby promoting interpersonal communication, facilitating the growth of self-confidence, required for all round development of an enduring personality.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Institutional freeships along with the option for payment in instal have been ensured to make education more accessible to underprivileged groups. In addition to that more than 70% students get government, Kanyashree(only for girls) and non-government scholarships. The college also provides the facilities to the students for getting admission in sports quota along with monetary assistance for participating such sports events.
2. Strong emphasis on community and social programmes organised along with traditional class room teaching through NCC, NSS Units, Kisan Mitra Cell, MoU with Society for Mental Health Care: Anada Niketan, Nature Club, Electoral Literacy Club and Go-Green.
3. Departmental teacher-guardian committee, centrally constituted guardian committee and the alumni association allows friendly relationship among different stakeholders.
4. The college being situated in a historical area has a heterogeneous population of all castes and creeds and as a result of it students and staff participate in large number in various cultural activities throughout the year.
5. Wide circulation of information has been enabled for teaching, learning and administration, through the website, Facebook page and the college notice board.
6. Supply of clean and purified drinking water facility been provided.
7. We have our Own dedicated Electrical Transformer. College uses LED bulbs and Sensor system in the classrooms, offices and canteen to save electricity.
8. High speed internet facility with a good number of ICT enabled rooms and record room. E-learning facilities beyond the classroom teaching.
9. Barrier free environment for physically challenged people using wheel chairs.
10. Feedback from all stakeholders taken and analyzed for improvement at regular intervals.
11. The college has a registered Alumni Association. This association organizes various career counselling programmes, participates in sports meets and provides speakers in NSS programmes and judges in sports programmes. The association also provides financial support for the development of the college.
12. The college has a separate unit for publication of an online Multidisciplinary International journal.
13. Ragging free campus. Initiative taken by the students and staff for complying with the ragging free guidelines.
14. Environmental awareness and protection activities are arranged by the Nature Club ans NSS unit through plantation of saplings and trees, mangrove plantation in Sundarban with Purbasha Eco Helpline Society, regular waste management in collaboration with Katwa Municipality. The West Bengal Pollution Control Board installed Air Quality and Noise Monitoring Sensor in the college premise.
15. Auditorium, Gym, Cycle stand, Playground, Indoor Game facilities are available.

16. Organizing health awareness activities, blood donation camps by Arogya- a health centre of Katwa College, Physiology department, NCC and NSS. Measures are taken with the help of Katwa Municipality for prevention of dengue, malaria etc.

Institutional Weakness

Teacher: student in the Academic Year is 1:70 in our multi-shift college. Teaching posts are not created as per requirement of CBCS, NEP2020 and NAAC guidelines.

2. The college is observing increasing dropout rate after the advent of Covid-19.

3. Lack of parental awareness.

4. Due to geographical disadvantages as well as agricultural based area, connection with industry and corporate houses and start ups are yet to happen.

5. Unavailability of Post-Graduate courses.

6. Non-recruitment of NTS in vacant posts due to non-approval of the Government.

7. Limited autonomy in formulating curriculum design.

8. Lack of adequate finance challenges the development of education and infrastructure.

Institutional Opportunity

1. Possibility of introducing more varieties of Add-on programmes beyond curriculum and Skill-oriented /Job Oriented Counselling programmes.

2. Providing special indoor and outdoor sports training for students interested in pursuing the relevant career.

3. Possibility of generation and utilization of more solar energy in the campus through financial support from the authority.

4. Faculty members have the potentiality to achieve more research projects and publications.

5. Strengthening of remedial and tutorial classes, conduct periodical class tests for providing additional support to the slow learners for better progression at UG level.

6. More Extension and Social Outreach programmes as a part of institutional social Responsibility.

7. New Education Policy opened up an opportunity for the college to execute inter-disciplinary/ multidisciplinary based research and academic activities for the students and teachers.

8. Commence more PG programs and UG courses.

9. Encouraging students to participate in online programs such as MOOCs, SWAYAM and NPTEL.

10. Seminars and capacity building workshops

11. MOU with Industrial organizations.

Institutional Challenge

1. Providing special indoor and outdoor sports activity for students interested in pursuing sports as a career.
2. To introduce a couple of foreign language Add-on courses.
3. The college has appealed for the introduction of two PG courses and ten UG programmes as per the demand of the Students Union and IQAC for approval of the West Bengal Council Of Higher Education Department ,Government Of West Bengal and anxious with the delay awaiting for its response for prompt action.
4. To reduce the number of dropout students.
5. To increase the student strength in streams like Science, Commerce & Economics.
6. Poor socio-economic backgrounds of the students as most of the students are first generation learners. As a result of this, we are facing challenges to motivate them for completion of the course/study.
7. The chances of students' employment and absorption after the successful completion of Graduation have reduced drastically in the country both in Public & private Sectors. To overcome this situation more job oriented programmes needs to be introduced and regular recruitment programmes be organized for offering more placement opportunities.
8. To keep pace with the rapidly changing world and to establish collaborations with industries for better career opportunities.
9. In previous NAAC visit, the Hon'ble Peer team had recommended to establish one computer lab with 50 computers. The Governing Body of Katwa College has already sanctioned sufficient money for setting up of computer laboratory and remodelling the Central Library with vide Item No.14(c) dated 16.09.2023. But according to the Financial Regulations set by the Government of West Bengal for the procurement of money above Rs one lakh, e-tender process to be strictly followed. We are also aware that to avail the GEM portal we need the Government email id from NIC and we have already applied for it to the Hon'ble DPI, Government of West Bengal but unfortunately we have not received it yet from the DPI . We are also trying to overcome the situation with the help of HDFC Bank and the Branch Manager along with his staff are trying hard to comply but not been possible till date.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being an affiliated college under the University of Burdwan, the institution has little flexibility in making decisions on curriculum planning and designing, though through indirect measures such as the mechanism of Board of Studies (4 teachers as members of BOS, 2024), gets certain amount of responsibility. The College offers 16 UGcourses B. A, B.Sc. and B. Com in Honours, General following the Choice Based Credit System (CBCS) & 16 UG courses of BA, B.Sc. and B.com in 3-Year Major/4-Year Major under NEP,2020 and a B. Ed

curriculum. Curriculum delivery In aspects of curriculum delivery, it caters to this mammoth task through well-maintained and documented processes are as follows:

? Guidance & orientation at the beginning of the curriculum.

? Academic calendar provided for teaching, learning &conducting the internal examinations of each semester.

? Semester wise class routine for tutorials, remedial and special classes.

? Module syllabus.

? Credit-based classes for laboratory/practical classes.

? High-speed internet connections for demonstrations in ICT based lectures.

? Study material/lectures/e-learning materials to allowstudents provided.

? Resource persons invited from institutions with MOU.

? Mentors allotted for all Hons/Major students.

? Seminar lectures on multidisciplinary topics.

? Guardian meeting at the end of each semester to collect feedbacks

? Project work and excursions organized.

? Provides ample scope for learning through seminars, conferences, workshops, special lectures.

? Orientation Programmes for freshers.

Continuous Internal Evaluation:

? Regular Internal Evaluation

? Offered 50 Add-on Courses (2019 to 2024) to allow students develop soft skills, language skills, life skills, ICT skills.

Add-on Courses Katwa College has offered 50 Add-on Courses in the last 5 years starting from the academic session 2019 to 2024. Crosscutting Issues

? Integrates issues of Professional Ethics, Gender, Human Values and Environmental Sustainability.

? Professional Ethics, Gender, Human Values, Environment and Sustainability, are integrated within their learning experience through various extra-curricular activities like the NSS.

? Cleanliness and plantation drives, World Environment Day observation.

Feedback The institute regularly solicits feedback from all its stakeholders, such as students, faculty members, alumni, parents, and employers, on curriculum, infrastructure, teachers, employability, and overall campus experience through structured questionnaire, and upon analysis takes necessary action.

Teaching-learning and Evaluation

Teaching-learning & evaluation with students' centric approach are the top most priority sector of the college. The whole process is planned & monitored by IQAC& implemented affectedly by all the departments.

- The college follows a well-administered and transparent procedure of admission. Student admissions are held as per the reservation policy of the Government of India, guidelines of the University of Burdwan and the directives issued by the Government of West Bengal.In overall enrollment percentageand enrolment under the reserved categories are 64.17 and 64.10 respectively over the last five years.
- Teacher Student Ratio of the college is not satisfactory (1:73) due to insufficiency of sanctioned post as well as for few vacant posts (recruited teacher-93.88%).
- For enhancing learning experience of the students, various methods like experimental learning, participative learning and problem-solving methodologies are adopted by the faculties in various ways like conducting practical classes, projects, field trips, seminars, workshops, hands-on trainings, add-on courses, outreach programme, competitions and other co-curricular activities.
- ICT infrastructure of the college (KOHA, OPAC, Inflibnet subscription, LCD Projectors, High-speed internet and computers) provide quality education to students.
- Teachers use projectors, online platform (Google meet, Google classroom) for effective execution and content delivery in teaching, learning and evaluation.
- Teachers are well qualified with Ph.D., NET, SET as the highest qualification (62.91%).
- Students are assessed on a continuous basis through internal assessment monitored by the Examination Committee of the college and external examination conducted by the university.
- Examination Committees is entrusted to ensure redressal of any internal exam related grievances of the students. Any grievance related to university level examination, is communicated by the college to the University authority.
- The POs, COs are shared with the students though college website, class room interaction. Outcome based learning is enhanced with mapping of attainment of COs and Pos through result analysis, feedback, higher education progress and placement record.
- Pass percentage of the students isabove 78% in the last 5 years. Many students from several departments hold rank in the university examination.
- Student Satisfaction Surveys are conducted annually amongst the enrolled students.

Research, Innovations and Extension

Katwa College has been striving through various initiatives to create an innovative ecosystem promoting research, creation and transfer of knowledge.

- It publishes an international peer-reviewed e-Journal for research publications and also departmental wall magazines and e-magazines. The student union also publishes a magazine for students to develop their writing skills.

- The institution through IQAC and also the various departments organizes seminars, workshops, conferences as well as Faculty Development Programmes on various topics including on research methodology, Intellectual Property Rights and entrepreneurship. The college has IPR Cell which organizes various programmes on IPR.

- The college has conducted add-on courses for students on various topics including communicative English, Yoga, employment-oriented and skill-development courses. Indian Knowledge System is taught as part of syllabus in various subjects like English, Bangla, Sanskrit, History, Political Science, Philosophy.

- The college has a Nature Club, Literacy Society and an Arogya Health Centre. It also has a Kishan Mitra Cell which undertakes free soil testing and provides agricultural inputs for the benefit of nearby farmers.

- The college has active NSS units which regularly organize awareness, outreach and other social service programmes. There is also a NCC unit for boys which organizes programmes on Independence Day, Republic Day and other occasions. There is a Career Counselling Cell which organizes programmes on job opportunities in various fields as well as entrepreneurship skills.

- The college has an incubator in the Botany Department.

- The college has a Research Cell through which faculty members are encouraged to undertake research, present papers and publish research articles. Faculty members are also provided NOCs for pursuing PhD. The Library provides e-resources through Inflibnet. The college regularly conducts extension and outreach activities for sensitizing students and the neighbourhood community on various social issues for their holistic development like Har Ghar Tiranga, environment, sanitation, etc.

- The institution and also individual students have won awards in various fields of sports, cultural and educational as well as participation in governmental schemes.

- The college has also entered into collaborations with other academic institutions through MoUs for conducting faculty and student exchange programmes.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

Campus Infrastructure:

The College is equipped to offer quality teaching & learning in 34 courses (including B.Ed. Course).

The departments are distributed in 4 Buildings (inclusive of the Administrative Building).

There are 83 Classrooms, 20 science laboratories and 6 Computer laboratories equipped to conduct the experiments in the present curriculum offered by the University.

A good number of Computers with internet connection serve the necessity of the teaching learning activities in 6 departments.

The Conference Hall in the top floor of Administrative Building is mainly used to hold Academic Seminars, Lectures and Workshops, Teachers' Day, and other cultural events.

Playground: The College has a 3.2 acres playground at College-para. This playground is used for annual sports. Apart from this, another playground in the main campus with a Badminton Court and a Volley Ball Court flank at the western part of the administrative building.

Hostels (Girls' Hostel & Boys' Hostel) for distant students, separate common rooms for boys and girls, gymnasium etc. are other facilities provided.

The college has a medical centre Arogya with semi-trained 2 Nurses.

Distance learning study centres such as Netaji Subhas Open University for Distance Education is also housed within the campus.

Library Facility:

The College has a vibrant Library with 3 sections (Viz.- Central Library, Morning Library & B.Ed. Library) embracing the print and digital resources. Library automation process of the College is continuing using 'koha' Integrated Library Management Software. The bar-coded book circulation service is available. The library is quite large with over 50,000 books.

Open Educational Resource Repositories (OER repositories) including Sodhganga, e-sodhSindhu, ePGpathsala, Swayam, UGC-MOOCS, Internet Archive, NDLI etc can be accessed through Central Library webpage.

Research support for faculty members through journal article delivery service via e-mail is being provided.

Special Competitive exam guidance books are available in the College Library.

Student Support and Progression

Institutional provisions facilitate vertical movement of students to higher levels and gainful employment. Results of the students are quite impressive and a good number of students are amongst the rank holders of Burdwan University. Also, a good number of students regularly got admitted & registered for higher education and also qualified for various examinations like, NET/SET/GATE/ JAM etc.

Scholarships & Freeships:

- Above 80% of our students have received different types of Govt. & Non-Govt. Scholarships.
- Received Kanyashree First Prize award in 2019-20.

Capacity Building and Skill Enhancement Programme:

- Skill Enhancement Programmes to enhance Soft Skills, Language Skills and preparation for competitive examinations and NET/SET/JAM/TET/WBCS/UPSC.

- Involvement of some faculty members in career related guidance
- MoU with different institutions for the purpose of providing better career opportunities

Students' Progression & Placement

- Vertical movement of students to higher levels and gainful employment.
- Students amongst the rank holders of Burdwan University.
- Students qualifying for various examinations like, NET/SET/GATE/ JAM etc.
- Progression & Placement from 2019 to 2024 is 41.73.

Awards & achievements:

- Active participation by students in different curricular and extracurricular activities under the supervision of NSS, NCC & Sports Sub Committees.
- Opportunities to students to display their talents and skills in the field of sports and cultural activities.
- Medals, prizes and ranks bagged by our students both at National & International level.

Grievance Redressal Mechanism:

- Enables students to seek, address & redress their complaints.
- Grievances received through both online/offline mode and appropriate action taken.
- Committees like Internal Complaints Committee (ICC), Proctorial Committee, Anti Ragging Cell, OBC Cell, Minority Cell etc. deal with students' grievances.
- Several seminars/ programmes to promote awareness with a goal to make the College "A Zero Tolerance Zone".

Alumni:

- Supports in various ways ranging from financial assistance to students' welfare.
- Many of our alumni hold notable office at both National & International Level.
- Sri Ajoy Kumar Mondal secured First position in 1500 m, 800m and 400 m race in **International Open Veterans Athletics Championship, 2024, was held on and from 27.06.2024 to 29.06.2024 at Bangobandhu National Stadium, Dhaka, Bangladesh.**

Governance, Leadership and Management

- Environment conductive for attaining the vision & mission based on participative management

- Decentralized framework ensuring transparency& accountability.

- Governing Body with Principal works towards framing and implementation of the institutional policy. Members of the Governing Body comprise representatives from the Government, university teachers and NTS representatives of the college and donor member.

- Committees are effectively governed through IQAC and the Teachers' Council subject to approval of the Governing Body.

- Teacher-guardian sub-committee for each department and from among the conveners of each department a central guardian sub-committee established.

- Alumni as faculty members, NTS and member of the Governing Body, IQAC and other sub-committees.

- IQAC holds meetings to monitor the effectiveness of curriculum implementation, initiative to conduct Academic Administrative Audit, Green Audit, Energy Audit, Gender Audit, Bio-diversity and registers record by the expert teams from the University and played a significant role in signing 40 MOUs with various organizations conducting several activities.
- Bursar prepares an annual categorical budgetary allocation based on the previous year's income and expenditure with suggestions from conveners/HODs sending to Governing Body for approval. The purchase committee takes initiatives to implement the proposals.
- Finance Sub-committee dedicated for effective utilization of funds

- Feedback reports from stakeholders analyzed and sent with suggestions/recommendations to the Apex Body.

- Participates in NIRF   and certified with ISO 9001:2015.

- Initiatives to create ICT facilities and to encourage the stakeholders to adopt the new methods of teaching-learning.

- Library modernized and Laboratories, science building renovated and new instruments purchased.

- Preparedness sub-committee for smooth implementation of NEP-2020. Programmes on NEP-2020 arranged by the IQAC & NEP 2020 Sub-committee.

- Workshop on Academic Bank of Credits (ABC) arranged by the IQAC, Academic Sub Committee & Teachers Council.

- E-governance tools used in administration, examination, admission and financial matters.

- P.F., loan facility, GLS, types of leaves, LTC, West Bengal Health Scheme and Swasthyasathi scheme, interest free festival advance, bonus, fee waivers to the ward(s) of the staff, canteen, primary heath check up facility, free parking facility.

- Financial support against registration fees for paper presentations

- Performance appraisal of teaching and non-teaching staff.

Institutional Values and Best Practices

Facilities for Women in the College Premise:

- Three storied Girls' Hostel (Maitrayee) with 52 boarders under a Lady Warden.
- Sanitary Napkin vending machine

- Crèche for children under age of 6 years
- Karate training programmes
- Yoga and gymnastics
- Add on courses includes Beautician course,
- Kanyashreeclub, Closed Circuit Camera & Wi-Fi Connection.

In-house Medical Facility:

1. Medical unit "Arogya"

Women Empowerment in College Administration:

1. Important posts indepartments/ committees held by Lady Teachers

Gender Sensitization Programmes:

1. Various sensitization programmes.

Gender Audit:

1. External /Internal Gender Audits.

Alternate sources of energy & energy conservation measures:

1. Solar panel with capacity of 5 KVA and 10 KVA
2. Installations of Wheeling to the Grid, Sensor-based energy conservation, LED bulbs, LED tube lights.

Water Conservation:

1. Rain water harvesting & Ground water recharging.
2. Sensor based automatic tap water system.

Green Campus initiative:

1. No-smoking zone.
2. Plastic free campus&Green Campus

Management of Degradable & Non-degradable Waste:

1. Daily waste management.
2. MOU betweenKatwa College &Katwa Municipality for waste management.
3. E-Waste management.

Disabled- friendly & Barrier –free Environment:

1. Construction of ramps
2. disabled-friendly washrooms
3. wheel-chair provided
4. installation of screen reader (NVDA)
5. assistive software programme for visually impaired/blinds.

Quality audits on environment & energy:

1. Audit on Environment Management
2. Audit on Energy Management with ISO certificate.

Environment promotional activities outside campus:

- Mangrove Tree Plantation at Sundarbans.
- River Bank cleanliness drive.

- Outreach programme for Ganges River Dolphin
- Tree plantation programme &meeting children with special needs.
- River Utsav at Krishnanagar.

Institutional efforts/initiatives for an inclusive environment:

- Fresher's Welcome, Annual Sports Nabi divas, Farewell Ceremony

- Celebration of various Commemorative Days.
- Programmes on values, rights, duties & responsibilities

Best Practices:

1. **Best Practice-1: 'Udbhaboni'-Student – Made Handicraft Items Exhibition.**
2. **Best Practice-2: 'Ora Mathe Mathe Bij Bone, Paka Dhan Kate'-community awareness through Kisan Mitra Cell.**

Institutional Distinctiveness:

1. **"Nari Hok Kandari"- Katwa College fostering Women Education & Empowerment through a Special Morning Shift.**

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KATWA COLLEGE
Address	Dakbanglow Road, Katwa, Purba Bardhaman, 713130
City	KATWA
State	West Bengal
Pin	713130
Website	www.katwacollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Nirmalendu Sarkar	03453-255049	9749110550	-	katcoll2009@gmail.com
IQAC / CIQA coordinator	Utpal Das	03453-297074	7001722941	-	iqackatcoll@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	University of Burdwan	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-03-1959	[View Document](#)
12B of UGC	01-03-1966	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Dakbanglow Road, Katwa, Purba Bardhaman, 713130	Semi-urban	5.65	1973.54

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BEd,B Ed,	24	UG	English + Bengali	50	49
UG	BSc,Chemistry,	48	Higher Secondary	English + Bengali	51	13
UG	BA,Bengali,	48	Higher Secondary	Bengali	122	86
UG	BSc,Botany,	48	Higher Secondary	English,Bengali	49	24
UG	BCom,Commerce,	48	Higher Secondary	English,Bengali,English + Bengali	99	13
UG	BA,Economics,	48	Higher Secondary	English,Bengali,English + Bengali	21	6
UG	BSc,Electronics,	36	Higher Secondary	English,Bengali,English + Bengali	28	5
UG	BA,Geography,	48	Higher Secondary	English,Bengali,English + Bengali	40	35
UG	BA,History,	48	Higher Secondary	English,Bengali,English + Bengali	113	56
UG	BSc,Mathematics,	48	Higher Secondary	English,Bengali,English + Bengali	122	43
UG	BA,Philosophy,	48	Higher Secondary	English,Bengali,English + Bengali	90	25
UG	BSc,Physics,	48	Higher Secondary	English,Bengali,English + Bengali	49	15
UG	BSc,Physiology,	48	Higher Secondary	English,Bengali,English +	53	25

					Bengali		
UG	BA,Political Science,	48		Higher Secondary	English,Bengali,English + Bengali	99	48
UG	BA,Sanskrit,	48		Higher Secondary	Bengali,Sanskrit	103	36
UG	BSc,Zoology,	48		Higher Secondary	English + Bengali	49	25
UG	BA,English,	48		Higher Secondary	English	122	93

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				26				81			
Recruited	1	0	0	1	22	4	0	26	44	32	0	76
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				48
Recruited	8	0	0	8
Yet to Recruit				40
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	10	2	0	12	6	0	31
M.Phil.	0	0	0	0	2	0	1	0	0	3
PG	0	0	0	6	0	0	31	26	0	63
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	3268	0	0	0	3268
	Female	4286	0	0	0	4286
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	519	544	653	771
	Female	646	673	757	888
	Others	0	0	0	0
ST	Male	15	12	10	11
	Female	13	19	22	21
	Others	0	0	0	0
OBC	Male	725	712	783	848
	Female	792	826	983	1040
	Others	0	0	0	0
General	Male	1448	1471	1714	2021
	Female	1860	1857	2022	2247
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		6018	6114	6944	7847

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Katwa College follows the curriculum developed by the University of Burdwan. In the year 2017, the University implemented the CBCS courses and in the year 2023, the university implemented NEP, 2020. In both the curriculums, there are ample scopes/ opportunities to use multi disciplinary/ interdisciplinary approaches. The College offers 17 subjects under the 3 streams viz. Arts, Science, Commerce and the College attempts to create a harmony among the streams to achieve a holistic approach, learning geared towards development and realisation of the complete personality of the learner is achieved. All the students have to compulsorily opt for environmental studies that provides an

	opportunity for a multi disciplinary / inter disciplinary learning. The College offers flexibility to students to choose different subjects in different semesters. By encouraging students from all streams to participate in its various cultural programmes and contribute to the College magazine and wall magazines to enhance creativity. The NCC & NSS undertakes community work, environmental education and value education. The IQAC, Gender Audit & Gender Sensitization Committee, Go-Green committee, Nature Club, Seminar Committee, Convenors of Add-on courses organises various programmes throughout the year to promote awareness of the need of multi disciplinary approach in study amongst the students. The research cell encourages research for teachers & students. The journal committee publishes a multi disciplinary peer reviewed journal named "International Journal of Research on Social & Natural Science" in June & December, every year bearing ISSN: 2455-5916(Online) to encourage research skills amongst both teachers and students. Katwa College, Unit for publication helps the stakeholders for the publication of their papers through it.
2. Academic bank of credits (ABC):	The objective of Automated Permanent Academic Account Registry (APAAR) is one student ID. APAAR has been conceptualised under the National Education Policy (NEP, 2020) where all College/ University going students are supposed to register on ABC. According to the new rules, it is necessary to have an ABC id to take admission in any college/ University. Academic Bank of Credits (ABC) is a virtual/ digital storehouse that contains the information of the Credits acquired by the students throughout their academic session. It is founded on the model of the National Academic Depository (NAD) & NAD is the ABC's backbone. Since ABC is initiated by the affiliating University, students register themselves to provide their data in the bank using the login id & password provided by the university. It promotes students mobility and academic freedom. Affiliating University uploaded all UG students' credits in the University's NAD account from where our students can obtain certificates, information by entering their University roll no. For preparedness related to NEP 2020, several initiatives have been taken into consideration.

	Katwa College IQAC & ICT subcommittee jointly organized a workshop on "Academic Bank of Credits (ABC) based on Digilocker framework" on 30.05.2023 in the Auditorium Hall. Katwa College enlightened our students, teachers & NTS about importance & utility of ABC based on digilocker. The speakers trained the participants how to use ABC that benefited our students within a very short time. Secondly, several notices, videos, & guidelines have been circulated in the College website & notice boards. The ICT committee members and the DEOs helped the students for registering with the ABC. Now, all the students of Katwa College is under ABC, and as a result, National Level initiatives were duly initiated among the students as part of efforts for NEP 2020.
3. Skill development:	Katwa College is affiliated under The University of Burdwan and the College is bound to implement the curriculums of the affiliating university under CBCS and NEP, 2020. These courses significantly enhance the skills of the students and equip them properly. College has also taken some other initiatives for skill development in the form of capacity building programmes. The IQAC proposed to introduce an Add-on course by all the departments & the Governing Body of Katwa College, acknowledged the proposal and resolved that all departments shall arrange at least 1 or 2 Add-on courses mandatorily for all students of the College to give them exposure beyond the curriculum. Some of these courses encompassed life skills, while some of them are of soft skills category and remaining are of communicative skill types. The College also regularly arranged classes on values, observation of birthdays of several distinguished luminaries and arranged special classes for them in this regard. In addition to that, workshops, field training with the help of Kisan Mitra Cell and NSS units are arranged. Industrial trips, and study tours have been conducted by some departments to expose students beyond the classroom teaching as part completion of syllabus and make them implement the same in real life situation and environment. Libraries has been digitalised for 24 x 7 for online services providing an added advantage to them. Students can also access e-resources on INFLIBNET for better learning outcomes . MoU with Katwa Municipality enabled

	the stuents of Commerce aquire practical knowledge in Municipal Works. This MoU also helps the NSS volunteers to have training in Solid Waste Management. Katwa College publishes a multi-disciplinary peer reviewed journal named "International Journal of Research on Social & Natural Science" in June & December, every year bearing ISSN: 2455-5916(Online) to encourage research skills among faculties & students. Many departments along with the Students Union publishes wall and e-magazines regularly. It is also noted that, all students have to compulsorily submit project work and among these project works, the best 5- 10 projects best chosen of the lot by the project supervisor are forwarded to the research publication peer team and from these the selected projects are published in the online journal. For skill enhancement in professional sectors, and promote entrepreneurship generation scope, college organises various programmes to provide students the best opportunities. Therefore soft skills training is provided for making them competent in professional spheres. The IQAC in collaboration with Gender sensitization & gender audit committee organised a programme on 14.03.2024 on "Self Help Groups-transforming lives, promoting & sustaining women empowerment". The college also promotes interdisciplinary research activities for field development through organising seminars, workshops & hands-on training. Last but not least, the College signed MoUs with some social organisations like Society for Mental Healthcare, Ananda Niketan to promote value education among the students and encourage them to take part in social outreach activities of the College.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The primary objective of integrating Indian Knowledge System (IKS) into the education system is to ensure that Indian Ancient Knowledge like Ayurveda, Yoga & traditional Art be preserved & promoted for the future generation. Exposure of both modern & traditional idea can help pupils better understand their culture, ethos, broaden their intellectual horizons and boost their self assurance. This integration will help us achieve the main objective of NEP, 2020 to develop a holistic education that enables Bharat attain the title of Vishwaguru once again in the whole wide world. The

	CBCS & NEP, 2020 curriculums of The University of Burdwan offers opportunities to acquire knowledge on Indian Education system. The syllabus of Bengali, History, Sanskrit, Philosophy & Political Science have units to impart Indian Education. Bengali provides the students an opportunity to learn Bengali literature, its history and culture. Sanskrit provides knowledge of Vedic traditions and preferences are also given to Devnagari script for learning Sanskrit. Philosophy integrates Indian thinkers, Indian values whereas History offers curriculum on Indian art and values. The students and teachers of Bengali department and the staff observe traditional Indian Language Day "Bhasha Divas" on 21st February every year. The Sanskrit department organised a seminar on "Dharmashastra" on 05.01.2024 & 06.01.2024. This topic helped the students to understand the values and ethics of Indian Education. Medical Plant garden "Charak" based on Indian Traditional system is prepared and maintained by the Department of Botany to preserve rare species of valuable trees and plants. College also offers various Add-on courses related to Indian heritage & Knowledge. Throughout the year, the college arranges many seminars, conferences, special lectures & cultural programmes to promote & exchange Indian Culture.
5. Focus on Outcome based education (OBE):	Focusing on the outcome based education; Katwa College monitors continuous quality improvement for maintaining academic standards in all respects. For this purpose, before the introduction of CBCS and NEP, 2020 in the year 2017 & 2023 respectively, College authorities arranged for workshops offering training to teachers with the help of expert resource persons. In the year 2020, the college constituted a committee named NEP, 2020. This committee organises various programmes on POs & COs, Seminars & workshops. The committee also emphasises on teachers inclusion in NEP, 2020 orientation programmes organised by various Universities for acquiring proper information of NEP, 2020 as teachers are the pillars of student development and academic success. This implies that, the institute has organised for well trained & educated mentors, where the role of faculty is both as instructor, trainer or facilitator working to achieve best outcome. The institution prepares programme

	outcomes, programme specific outcomes & course outcomes for all the programmes offered by the college. It publishes all the POs & COs in the website before commencement of each semester. These are also communicated to the students as well. Issues in teaching & learning are taken care of by us that include continuous formative assessment and mapping of the curriculum and updating regularly to align with latest knowledge available & to meet specific learning outcomes, so that by the end of the educational session, each learner achieves the targeted goal. The departmental faculty members evaluate the learning outcomes through assessment of Internal Examinations and the results of examinations published by the University. The College evaluates learning outcomes based on the results of the students, progress of higher education, placement of the students and the feedback collected from them. On the basis of outcome, college can get an opportunity for self assessment and identify areas for further improvement. It is also noted that teaching learning process is criterion based rather than norm based as a result of which emphasis is also given on the achievement of cognitive affection and psychomotor based skills and not simply on numerical marks scored.
6. Distance education/online education:	The college runs a unit of NSOU which allows the students pursue their study in different UG & PG courses. During Covid-19 situation the college followed the guidelines of the IC, The University of Burdwan and appeal of the IQAC Katwa College for conducting online classes on Google platforms, whatsapp groups developed by the departments and hosted National & International events,e-seminars, YouTube channels & supplied e–contents for the study materials in the website. Our College is also listed in SWAYAM portal. A dedicated Studio room and 100 Mbps leased line with free wi-fi connection installed in the campus that enables global connectivity for the stakeholders of the college concerned. At present the college conducts academic and administrative activities through online mode as and when required.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	ELC has been set up by the College in the year 2019. Principal is the Chairman and one faculty member acts as Convenor of the ELC assisted by four teachers, two non-teaching staff and GS (Students' Body Nominated By GB) as the members of the ELC. The Election Commission of India has decided to establish ELCs in educational institutions for strengthening the culture of electoral participation among young and future voters. For this, the club takes initiatives in promoting awareness amongst students about the democratic rights including right to voting.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the ELC consists of both students' co-ordinators & co-ordinating faculty members appointed by the College. The club is working under the aegis of State Election Commission & by Dr. Nirmalendu Sarkar, Principal, Katwa College as the head of the institution. The ELC of Katwa College is also as a representative in nature. The ELC takes the initiatives in enrolling the name of the College students eligible for electoral voter card registration with the help of local administration. The College ELC takes initiatives in reviewing and ensuring that all its students get registered as voters. The college has sent the name of GS of the Students' Body to the SVEEP Cell as Campus Ambassador in the Cell as a part of awareness Campaign under SVEEP.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Activities performed by Electoral Literacy Club : 1. An interactive lecture on "Her Voice: Her vote – Electoral Literacy of women on 13.08.2019, No. of Participants-72. 2. Special Lecture on "Political awareness and political participation of women", 02.12.2019, No. of Participants-52. 3. An interactive lecture, on "Role of youths in Indian Democracy" on 21.01.2022, No. of Participants-64. 4. National Voters Day (NVD) observation on 25.01.2022, No. of Participants-38. 5. Special Lecture on "Roll of Mass Media in Democracy" on 03.06.2022, No. of Participants-66. This programme was concluded on the consensus that media plays an important role in making democracy a success that creates an understanding amongst students that we cannot think democracy without media acting impartially. 6. Participated in "Youth Parliament", Competition and "General Quiz" Competition 2022-23" on

	13.09.2022 No. of Participants-04 and 14.09.2023- No. of Participants-15 respectively at the Office of the District Magistrate, Purba Bardhaman. This programme helps the students' awareness on political updates that motivates them elect suitable peoples representative for them & the country. 7. Special Lecture, on "Right to vote is a basic right" on 17.09.2022, No. of Participants -85. 8. National Voters Day (NVD) observation on 25.01.2023 No. of Participants-70. 9. Debate Competition on "Role of mass media in democracy" on 15.03.2023 No. of Participants-65. 10. Special Lecture, on "Human Rights as a critical component of the social structure" on 24.04.2023, No. of Participants-64. 11. Voter Awareness programme observed by a Rally on voter awareness programme for new voters in the forthcoming Parliamentary election on 25.11.2023, No. of Participants-87. 12. Interactive Special lecture, on "Her voice: Her vote – Electoral literacy for women" on 04.12.2023, No. of Participants-43. 13. National Voters Day (NVD) observation was organised on 25.01.2024, No. of Participants-231. 14. Voter Awareness rally, about "My Vote- My right, on 07.02.2024, No. of Participants-110. 15. Awareness programme on "Inviting first time voters to participate in festival of Democracy", on 04.03.2024, No. of Participants-52. 16. Campaigning Programme on "Mera Pehla Vote Desh ke Liye" on 06.03.2024, No. of Participants-56. 17. Awareness programme for young & new voters in connection with the Parliamentary General Election with SVEEP & Rongoli" on 24.04.2024, No. of Participants-50. 18. Special Lecture on "Human Rights Awareness", on 20.06.2024, No. of Participants-100. 19. Intra College debate competition on 'Role of youth in Indian democracy' on 21.06.2024, No. of Participants-78.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The college had the honour of receiving the Champion award, 2019 at district level Special Summary Revision of Electoral programme, 2019. The ELC trains students for participating in the Youth Parliament programme. The students of Katwa College have participated in "Youth Parliament" Competition and "General Quiz" Competition 2022-23" on 13.09.2022 and 14.09.2022 at the Office of the District Magistrate, Purba Bardhaman. The college has arranged so many voter awareness

	programmes from 2019-20 to till date. The college also organized celebration of National Voters Day (NVD) every year. These programmes encourage youth to participate in the election process. On the other hand, these initiatives portray the role of college in encouraging students to actively participate in the electoral process.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college notifies students from time to time about the election administration programme of registration/ enrolment of new voters and revision of voters' roll. Also voter registration camps are organised in the college campus periodically to enrol students of 18 years or above in the electoral roll. For this purpose an Ex-employee of Katwa College has been appointed as BLO by the BDO, Katwa-I.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
7554	7847	6944	6112	6018

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 115

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
103	98	100	102	104

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2023-24	2022-23	2021-22	2020-21	2019-20
136.44	375.86	213.58	202.8	206.17

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Katwa College is affiliated to University of Burdwan and complies with its prescribed syllabus and curriculum. Faculties, who are the member of Board of Studies of the University of Burdwan, are invited in the beginning of the academic session to offer suggestions related to curriculum framework.

Effective Curriculum Planning and Delivery

- Before commencement of a new session, Academic calendar is meticulously prepared in accordance with the curriculum framed by the University of Burdwan, and get displayed in the college website. It provides tentative dates for the commencement of the academic sessions, tentative internal examinations, holidays in accordance with the Government of West Bengal Holiday List and University of Burdwan holiday list, institutional events like College Foundation Day, Annual Sports Day, and Annual Prize Day and so on. Vacations and session breaks are also mentioned.
- Katwa Collge offers 16 undergraduate courses including B.A, B.Sc. and B.Com programmes in Honours and 17 General following the Choice Based Credit System (CBCS) designed by the University of Burdwan from academic session 2017-18 to 2022-23. Katwa college offers 4 and 3 years Major and 3 years minor courses following New Education Policy (NEP) designed by University of Burdwan from the academic session 2023-24.
- In the beginning of each academic session, a newly prepared prospectus is provided to each student admitted in the college.
- The Routine Committee prepares class schedules in the form of Master Routine prioritizing the needs of various departments in the beginning of academic session.
- Each department conducts departmental meeting at the beginning of the academic session and prepares tentative teaching plan. Faculty of each department chalks out the strategies of teaching and initiate preparation of the lesson plans in consonance with the course structure after due consultation with the Heads of the Department.
- Based on the tentative teaching plan, each department prepares departmental routine, following the master routine. The departmental routine is distributed among the departmental students and also uploaded in the departmental website.

Mechanism of Effective Curriculum Delivery

- The college provides feedback regarding the curriculum to the University of Burdwan.
- The faculties prepare e-materials, maintain class records, and make strategies to complete the syllabus within the stipulated time.

- Each department takes class test to continuously evaluate the students and conducts Parent-Teacher meeting to keep their parents updated regarding class attendance etc.
- Project work, excursions and field surveys are organized by the departments as per the syllabus for comprehensive delivery of the curriculum. Students learn easily through these empirical techniques.
- The college offers extreme library support to the students

Continuous Internal Evaluation Assessment

For the purpose of conducting Continuous Internal Evaluation, teachers prepare class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. Every year, Katwa college conducts internal examination before the university examination. The departments also arrange Parent – Teacher Meeting (PTM) for the benefit of the students.

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 32

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 58.63

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
6138	3324	5833	0	4919

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The University of Burdwan includes crosscutting issues related to professional ethics, gender, human values, environment and sustainability into the curricular courses. Following the guidelines of the affiliated university, Katwa College ensures all-round development of the students and has always tried to create and uphold an academic environment which capably integrates different issues related to gender, environment and sustainability, human values and professional ethics to help the students cope with the challenges of day-to-day living in a holistic manner along with inculcating respect for Indian and other cultures as well as sensitivity to the future of the earth.

PROFESSIONAL ETHICS:

Professional ethics has been a part of the curriculum of Commerce and Economics which includes ethical issues in its relevant fields. The IQAC has taken special initiatives to organize seminars and lectures on intellectual property rights to sensitize teachers and students. The IQAC has organized seminars to create awareness on 'plagiarism' and disseminate information on what is plagiarism, how to avoid it and what are the tools for checking plagiarism.

GENDER EQUALITY:

Gender inclusive core courses have been included as a part of curriculum of English, History, Bengali, Political Science and Geography. These courses shed light on women's education and inequality and women empowerment. It focuses on their role in literature and social reforms. In order to make them aware of gender rights, gender-based violence, emphasis on gender and work, gender and politics etc., the college has taken different initiatives.

HUMAN VALUES:

Human values have been included in undergraduate courses of Philosophy, Sanskrit, Political Science, Bengali and English as a part of ethics, peace education and value education. Students of Katwa College actively participate in NSS outreach programmes to promote human values of social integration and harmony. The IQAC and some departments have also arranged seminars and special classes along with some add-on courses to inculcate the values of sharing and helping. In addition to that, the college has also arranged various programmes to celebrate the commemorative days to spreading the values among the stake holders.

ENVIRONMENT & SUSTAINABILITY:

The issue of Environment and its Sustainability is one of the prime emphasising areas of the courses existing in Botany, Zoology, Geography and Chemistry. In addition to that, the Environmental Science/ Education course is compulsory for every first-year undergraduate student of any stream. This course emphasis on the global environment and its sustainability to grow an all-inclusive understanding among the students and help them to become socially responsible and environmentally conscious human beings. The college has adopted the use of alternating energy sources using solar panels. For the conservation of natural water, the college has a rain water harvesting unit. The college has a dedicated vermicompost plant within the college premises. Katwa College has taken a special initiative to undertake mangrove plantation along the banks of the Ganges in Lahiripur. The NSS and NCC in collaboration with IQAC have organized various programs on cleanliness and tree plantations in local areas and to make single-use plastic-free zone to reduce the environmental pollution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 41.36

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 3124

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 64.17

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2023-24	2022-23	2021-22	2020-21	2019-20
2578	2886	2902	2328	2246

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
5065	4159	4159	3584	3197

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 64.27

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2023-24	2022-23	2021-22	2020-21	2019-20
1399	1396	1379	928	1024

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
2765	1865	1865	1606	1431

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 73.34

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Promoting student centric methods to enhance their learning experiences through:

Experimental Learning:

- **Study tour & field visit**arrangedby theDepartment of Zoology, Department of Geography, Department of Botany&B.Ed. department in connection with curriculum.
- The college offered50**Add-on courses**in the last 5 years
- Several **seminars, lecture series & workshop** have been conducted
- **Students' seminar, Debate competition, Quiz contests, Poster competition**& other co-curricular activities are organised.
- **Faculty exchange & students exchange** are part of the MoU signed by the college with 40 institutions (2019-24)
- **Science exhibition**& several activities of **Vigyan Parishad**conducted.
- Students actively participate in **Nature Club** and different environment related activities.
- Students encouraged to contribute in students' **magazine, wall magazine, E-magazine** to showcase their writingskill. The students contribute articles, poems, photographs, memoirs etc.
- **Outreach programmes** organised by NSS unit of the college & various departments.
- Participation in **Youth Parliament**.
- **Days of National & International Importance**commemorated.
- Film shows organized by some Departments to enable students to come forward and ask, criticallyevaluate and enquire on topics which may or may not be strictly related to their curriculum. **Drama Workshops** are organized by the Language Departments.
- **Blood donation camp**organised by NSS unit.
- **Health check-up camp**organised by Kanyashree Club, Physiology department for girls' students & regular check-up facilities available for all students & faculties in the health centre of the college *Arogyo.*
- Special initiative taken for peer learning through senior students & alumni.
- **Gender sensitization programme** conducted by Kanyashree club to aware girls' students on gynaecological wellness, hygiene, mental health etc.
- Sanskrit department conduct **value education class**.
- **Handicraft fair** organised in the college to bring out student's creativity and scope for self-reliance.
- College publishes **International Journal of Research on Social & Natural Science**& also college has its **Publishing House** to encourage students as well as faculties in research activities. College also has research sub-committee.
- College takes initiative to transfer of knowledge through Netaji Subhas Open University Students of the college who not get chance in regular course may apply at NSOU, Katwa college study centre for perusing Master Degree. Teachers are also engaged with various kinds of **knowledge sharing activities with NSOU.**
- English department, literary **society**organises various literary and cultural activities.
- College provides **internship to the students of B.Ed**. with practical work experience.
- NSS organised**waste management training** for the students at Katwa Municipality.

Problem-Solving Learning:

- Several departments conduct regular **practical classes, project, dissertation**.

- **Kishan Mitra Cell** an initiative has been taken by the college to actively participate students in community-based programme where students collect soil samples from the agricultural land of the surrounding villages & help the local farmers by giving the report of the soil test as per which they can practise agricultural activities.
- Special training arranged on **Q-GIS programming** by the Department of Geography.
- **Career-Counselling Cell** for the students,assists them for placements and informs of the latest opportunities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
103	98	100	102	104

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 62.92

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise**

during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
71	60	63	62	63

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

- Katwa college is affiliated under the University of Burdwan and the assessment and evaluation process guided by the rules framed by the University.
- University implemented Choice-Based Credit System (CBCS) starting from 2017-18and implemented NEP (New Education Policy) from 2020.
- In theoretical courses across all programmes, 20% (13.3 internal and 6.6 for attendance) allocated based on internal examination (IE) while the remaining 80% is determined by external examiners in the end semester examination (ESE).
- For practical based courses, attendance (6.66%), and internal assessment(13.33%), 26.66% marks for practical examination and the remaining marks for ESE.
- Continuous Internal Evaluation conducted by the departments in the form of class test, assignment, student seminars, project works, quiz competition and viva voice examinations.
- Final dates of the internal examinations are announced and displayed centrally in the notice board by the examination sub-committee.

- Orientation programme: Studentsinformed about the mechanism of internal/external assessment system (also mentioned in the Academic Calendar)
- Impartial, unbiased and transparent internal assessment system

-
  - The internal assessment is conducted both in the physical and online mode.
  - The exam committee arranges all the exam related details including publishing exam schedule, assigning seats, collecting question papers from various department etc.
  - Internal examination answer scripts assessed by the respective subject teacher and marks uploaded by the concerned subject teacher on the marks capture portal of BU.
  - Re-examination in case of medical grounds with appropriate documents.

Students have several for registering grievances related to Internal and End Semester Examinations:

1. Aggrieved students can directly approach their concerned department or faculty members.
2. to the receiving sectionof the principal office directly.
3. to the exam-in-charge of the Exam- Subcommittee.
4. to the SPIO of the college and University respectively with an RTI application under section 6(1) of the RTI act, 2005.
5. through E-mail (grievances.student@katwacollege.ac.in) or submit hard copy to the convener of the GRC
6. can apply for Review of their Results. Submission is done through online mode in the University portal.

The following steps are taken into consideration for Redressal of the Grievances

- Based on the complaints/grievances, the Redressal committee will convene a meeting within 72 hours. (Except Holiday)
- Committee would inform the complainants regarding the schedule of the meeting to comprehend the nature of the complaints/grievances in detail.
- Committee would then recommend the action(s) for redressal of the complaint(s)/grievances.
- The Members of the Committee will closely monitor the time bound progress of the recommended actions.
- Members would maintain a documentation of proceedings observed and interact with the complainants regarding his/her their feedback.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Response:

Programme Outcomes and Course Outcomes are two crucial elements in student centric goal-oriented teaching-learning system. Programme Outcomes (POs) and Course Outcomes (COs) of each discipline & each course of CBCS & NEP offered by Katwa college are framed and displayed in order to give students a prior idea about what to expect from a particular course or programme.

- The IQAC in its meeting discusses the POs & COs & prepare a general guideline for framing COs &POs.
- Administrative Training Programme on COs & POs, mapping & attainment process for the faculties has been organised.
- All the departments formulate COs & POs for each program & course & submit to the IQAC for necessary action.

- The POs and the COs are uploaded on the College website for the benefit of both students and faculty members so that planning and curriculum delivery becomes easier.
- On the day of commencement of an academic session newly admitted students are given ideas about POs in the Orientation Programme.
- The details of the outcomes that are expected from each course are explained by the teachers on the very first day of the beginning of formal classes as per routine.
- The teachers try to inculcate students' quest for knowledge and adaptability in the surroundings as well as in their subject matter.
- Students are encouraged to ask questions and think critically to enable themto understand and analyse contemporary societal, environmental and cultural problems.
- Efforts are taken to enhance their communication skills to exchange ideas, thoughts,and information effectively.
- Students develop leadership qualities and learn torespect others' views& maintain professionaland life ethics through group participation in variousdepartmental, cultural and outreach activities.
- Guidance is provided to act responsibly towards our fellow citizens and abide by civic rules andresponsibilities.
- Students are made aware about the importance of Nature & natural resources through various programme of the Nature Club to maintain sustainability for future earth.
- Students get the opportunity to interact with eminent persons in different fields of life during the seminar & lecture sessionwhich provides a wide spectrum to their exposure andunderstanding.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Response:

Strategies adopted to ensure attainment of POs and COs are evaluated through several direct and indirect assessment tools.

Direct Methods: Involves the performance of students in both Continuous Internal Assessment throughout the year and End-of-Semester Examination.

i) Continuous Internal Assessment: In adherence to the regulations of affiliating University, college conducts internal evaluation of 15 marks consisting of attendance of 5 marks and Continuous Evaluation of 10 marks. In addition, Katwa College also conducts continuous internal evaluation through class tests,discussions, project-based assignments, which helps to gauge the course outcomes and providesopportunities to students for improvement.Practical examinations and viva-voce/group discussion in several curricula enables evaluation ofthe learning outcomes more objectively.

ii)Semester Examination Performance Analysis: Grades obtained through informative and summative evaluations are the direct measures of attainment of Specific Course Objectives (COs). Marks as obtained by students at every semester end and at the end of the entire course is a way to exemplify the pattern of achievement that the course had to offer.The students who receive highest marks in the University examination are awarded, so that itboosts their morale and motivates others to perform well.

Indirect Methods:

i) Robust Feedback mechanism: The College practices robust feedback mechanism for the maintenance of the existing standard as well as upgradation of the overall teaching learning ambience. Feedback from students, teachers, alumni and employer is taken in every academic year for this purpose. The IQAC evaluates student's feedback on teacher's performance regarding concept delivery, timely completion of curriculum assigned, evaluation etc. The students' feedback is taken separately on syllabi, and the overall institutional provisions assigned. Feedbacks are analyzed by the IQAC, reported to the college authority for elucidation and resolutions. A report on these feedbacks is even featured on the college website.

ii) Student's progression: An important parameter of measurement of outcome of the programme is the progression of the students to higher levels of education in various institutions of the state and the country. Students passing out from the college after completion of the UG programmes pursue their Post graduate degrees in various premier institutes of the nations. Moreover, many students qualify for JAM, GATE, NET, SET and other competitive examinations as conducted by the Central or State Agencies. Students are ranked as toppers in university exams in last few years.

iii) Placement and employability: Employability and placement are two vital indicators of POs and

COs. Students are benefitted by Career counselling arranged by the Placement Monitoring Cell. Their success in competitive examinations, interviews& final placement bear testimony to their learning outcomes**.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 78.1

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	936	1456	1118	670

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	1530	1480	1183	1159

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.91

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Innovative Ecosystem for delivery of content, exposure opportunities for students, personality development sessions and various competitions.

Indian Knowledge System (IKS):

- CBCS and NEP-2020 syllabus offers opportunity to acquire knowledge on Indian Knowledge System (IKS)

- Sanskrit department offers an add-on course on **"Mulyabodha O Manishichinta"**. International seminar on **"Dharma??stras: Guide to Sustainable Prosperity"** explored the relevance of Dharma??stras to our daily life.

- IQAC organizes Faculty Improvement Programmes in the college and Faculty Exchange Programmes under MOU activities with nearby institutions. Faculties are encouraged to participate in FIPs arranged by the UGC sponsored Academic Staff colleges.

- Kishan Mitra Cell tests the soils of the nearby agricultural areas and provides useful information about soil quality and crop suggestions to the farmers free of cost.

- NSS units of Katwa College have organized a handicraft fair and exhibition named **"Udbhabani"** to promote entrepreneurship.

- Medical Plant Garden **"Charak"** based on Indian Traditional system is prepared and maintained by the Department of Botany to preserve rare species of valuable trees and plants.

- Library has around 41,000 books and journals. INFLIBNET provides ample scope for benefit.

Establishment of Intellectual Property Rights (IPR) Cell and about Intellectual Property Rights:

- Seminars/workshops on IPRs organized to disseminate knowledge on patents, patent regime in India & abroad and registration aspect.
- Established Intellectual Property Rights (IPR) Cell from 2022-23.

Incubation

- Incubators, Auto Clave instrument, Horizontal Laminar Flow Cabinet funded by the UGC or college and primarily used by the Botany department.

- Interdisciplinary programmes arranged for operating these instruments.

Other Activities:

- Study centre of Netaji Subhas Open University for acquiring UG and PG programmes in some subjects.

- Health facility through Arogya health centre.

- Health and hygiene related activities have been arranged with the help of Physiology department.

- Research Cell helps students to understand field study and project reports.

- Holding of workshops, seminars and science exhibition

- Internal Complaints Committee (ICC), Proctorial Committee, Anti Ragging Cell, OBC Cell,

Minority Cell etc. have arranged programmes including on women empowerment.

- Activities for creating democratic awareness by Electoral Literacy Club.

- IQAC and Nature club organizes co-curricular activities like awareness camps and outreach programs.

- Publication of peer reviewed biannual international journal named **International Journal of Research on Social and Natural Sciences**.

- Students encouraged to publish in Departmental Magazine, Student Union Magazine and e-magazine.

- Career counselling cell for job-oriented coaching and economic self-sufficiency

- No objections are provided to the faculty for pursuing Ph.D. programme.

- Academic Bank of Credits (ABC) in which students may earn credits from various HEIs.

- Faculties and students are encouraged to enroll in e-learning portals like MOOCS, SWAYAM and NPTEL.

- Yoga, Karate, Physical fitness programmes, Add-on courses on Mental Health, Yoga and Self-defence

- Mentor-mentee cell for enhancing mental focus and stability.

In this way the college has an innovative ecosystem for maximizing opportunities for students, developing talents and personality and qualitative improvement of faculty, students as well as the institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 160

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on**

Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2023-24	2022-23	2021-22	2020-21	2019-20
67	54	11	12	16

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.42

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
11	10	8	12	7

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.18

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
4	9	5	1	2

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Katwa College through its various departments including NSS and NCC organises a range of extension activities. NSS celebrates Independence Day, Republic Day, Netaji Jayanti, NSS Foundation Day and College Foundation Day annually. It also organizes programmes on the occasions of International Yoga Day and International Mother Language Day. NSS had organized programmes on Azadi Ka Amrit Mahotsav, programmes for inculcation of national pride like hoisting of national flag in neighbouring houses in Har Ghar Tiranga, cleaning of campus and outside spaces in Swachh Bharat Abhiyan. programmes to create environmental awareness like tree plantation and distribution, Ganges River Dolphin Protection awareness programme, tree plantation and outreach programme at Premananda Disabled School, training on waste management, observance of College No Vehicle Day, etc. were also organized.

Programmes were held on Cyber Crime Awareness, Red Ribbon programmes on HIV AIDS, TB, observance of World No Tobacco Day against consumption of tobacco. Food distribution programme

was also held in the adopted villages along with Drinking Water distribution programme in summer for pedestrians. The NSS units also held a week-long summer camp for volunteers at the adopted villages with health checkup facilities for villagers. The NSS also organized a creative handicraft exhibition and fair named Udbhaboni to showcase entrepreneurship and handicrafts talent among the students. NSS also celebrated Raksha Bandhan festival to emphasise the spirit of oneness and brotherhood and organized a seminar on the crises of values in modern times and the relevance of Swami Vivekananda's thoughts in this regard at Ramkrishna Sevashram Katwa. NSS also regularly organizes Blood Donation camps and dengue prevention awareness programmes.

The NCC battalion of Katwa College also celebrates Independence Day, Republic Day and hoists the National Flag on these occasions. The NCC celebrates Netaji Jayanti every year to create awareness among students about the contribution of Netaji Subhas Chandra Bose in the freedom struggle. Kargil Vijay Divas is celebrated every year to showcase the indomitable spirit of Indian valour. It also observes World Water Day and World Environment Day to create awareness about environmental crisis. It has also organized programmes on Swachh Bharat Abhiyan and World No Tobacco Day to create awareness regarding cleanliness and ill-effects of tobacco consumption respectively and on International Yoga Day to highlight the importance of Yoga in daily life.

The institutional leadership encourages the NSS and NCC units and provides every kind of support for organizing these programmes and activities.

The college has also organized a mangrove sapling plantation programme at Sunderbans as an initiative of the Geography Department. It has organized a Science Exhibition with participation of students of nearby schools as part of Institutional Social Responsibility. It has also organized visits of senior school students to science departments and labs to encourage them to pursue higher studies in science.

Outcome: The extension activities inculcate a sense of social responsibility, encourage personality development and promote awareness on social issues. Active participation in social and cultural events outside the college motivate the students to contribute towards building up a better society.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Many awards and recognitions have been received by the college either institutionally or by students whether in a team or as individuals from government or government-listed bodies, for social service, sports, cultural and educational activities. The first award in this category is the college securing first position in Best College Category in Purba Barddhaman district in Kanyashree Prakalpa by the Government of West Bengal in 2019-20. A student has also secured Third position in Paschimbanga Rajya Chhatra Yuva Utsav in the same year. In 2024 the college has secured Serar Sera Puja Award for Saraswati Puja. The college has received certificates of appreciation for holding AIDS awareness camps from Agradwip Gram Panchayat, tree plantation programme in adopted villages, protection of girl child from early marriage and Women's Education Campaign from Karajgram Gram Panchayat, prevention and awareness initiatives during Covid-19 and campaign on Safe Drive Save Life from Katwa Municipality, and various initiatives like electoral literacy, tree plantation and conservation campaigns, initiatives for plastic free environment, advocacy against tobacco use, prevention of AIDS and Dengue etc from Agradwip Gram Panchayat. The college has also secured Best Electoral Literacy Club award in the National Voters Day District Award 2019-20.

Most of the awards are for sports like weightlifting, power lifting, strengthlifting, karate, cestoball, kobudo, athletics, etc. The other major category of awards is cultural, with our students securing awards and recognitions in dance, painting national flags of maximum number of countries on fingernails, Youth Parliament Award for Best Parliamentarian, etc. Student Shaibal Nag has secured quite a number of awards for strengthlifting including the Second Prize at two International Strengthlifting Championships in 2023 (serial nos. 32 & 33), 2nd prize at Nadia district Weightlifting competition and 3rd prize at Purba Barddhaman District Sports and Physical Culture competition. Two students have secured First position at the Nadi Utsav organized by Dwijendralal College. Many of our girl students have secured prizes in both sports and cultural categories. Our girl students have secured First position in National Womens Sports Championship 2023, First position in Harihar Bankapasi Sammilani Dance Competition in 2021-22, Second position in International Karate and Kobudo Championship Award 2021, second position in JKA India National Karate Championship, 2023 and the first position in JKA India West Bengal State Karate Championship 2023.

Through the Annual Sports Meet event and various Cultural competitions and events, the college encourages students to participate in extra-curricular activities and develop their talents. The teachers who are in charge of the Sports and Cultural Sub-Committees take initiatives to involve the students in these activities. The students union organizes Saraswati Puja every year where talents of students in decoration, creative arts etc are showcased. The college sends students to participate in the Youth Parliament events in order to train students in democracy, electoral and parliamentary processes and public speaking. Multiple initiatives are taken to encourage students to participate in extra-curricular and co-curricular activities and develop their talents in all these fields.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 53

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
27	11	5	3	7

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 27

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document]()
List of year wise activities and exchange should be provided	[View Document]()
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document]()
Institutional data in the prescribed format	[View Document]()

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

- **83 Classrooms**, **20 science laboratories, 6 Computer Lab.** distributed in **04 Buildings** to offer quality teaching-learning in **34 Course**.
- Good number of Computers with internet connection along with a Computer Laboratory in the Mathematics Department, Physic Department, Chemistry Department for practical classes and certificate courses.
- The Auditorium Hallis used for holding Seminars, Workshops and sometimes cultural events.
- A fully automated Library equipped with cloud based koha-ILMS contains about 50 thousand books including a collection of rare and old books. It offers thousands of e-books, Journals, Theses, Dissertations and many more. Moreover, additional services like OPAC Service, Career Guidance, Digital Library Services and Research Support Services etc. and also executes several extension activities throughout the year.
- **17 ICT classrooms** are well distributed in different academic blocks.
- The faculty and the students can harness varied academic information from the Learning Management System(LMS).
- A large playground, Badminton Court, Volley Ball Court and a gymnasium for the students with updated equipments.
- A room for Students' Union, 02 separate Common Rooms, and toilets both for the Girls and Boys are also to mention.
- Ramps at different locations to facilitate the Divyangjan students are found.
- Rain water harvesting unit, Ground water recharging unit and Solar panels have been installed.
- Air-Quality Monitoring system has been installed by the West Bengal Pollution Control Board.
- Medicinal plants garden maintained by the Department of Botany and Animal Museum housed at Department of Zoology.
- Waste bins in front of Academic Building, Administrative Building, Bio-science Building, B.Ed. Building and College Canteen have facilitated the solid waste management. The chemical wastes however are disposed of via duct outside the college premises to the high drain.
- Cycle Stand with security Guard facilitates the students in keeping their bicycles.
- The college has a Canteen which is a source of refreshment to the stakeholders in between long working hours.
- 2 Kirloskar Generators, each of 35 kVA capacity used as power back-up devices.
- Whole college campus is under CCTV surveillance for 24 x 7.
- College provides indoor game facilities viz: Table tennis, Cream Board, Chessboard etc.

- Supply of drinking water through water purifiers in the college and hostels.
- Etc.

To promote e-learning environment, some of the initiatives of Library are:

- Wi-fi enabled Central Library.
- Static IP based domain gateway.
- Dynamic library web page with full-service information.
- Memberships of E – SodhSindhu (NLIST), National Digital Library, National Virtual Library, West Bengal State Book Board.
- Audiovisual study centre.
- Automated mailing of question papers and study materials. Different mock test through National Testing Agency portal.
- Research support for faculty members through e-mail-based journal article delivery.
- Online reference services.
- Creation of VIDWAN ID database of above 63 faculties.
- Access by visually challenged students using magnifying glasses, screen reading software and audio book facilities.
- Institutional repository along with OER repositories like, e-Sodhganga, SodhSindhu, epg-pathshala, Swayam, UGC-MOOCS, INTERNET ARCHIVE etc.
- In addition to the central Library, few departments are facilitated with Seminar-Libraries with a considerable collection of books which can be easily accessed by the students.
- Etc.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 38.92

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
12.60	205.13	77.03	55.68	91.19

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Katwa College was established on 16th August, 1948. College library started its initial journey on and from 10th January , 1949 with some donated books. Now at present, College library has 3 wings -

1. Central Library (Total Books: More then 41000)

2. Morning Library (Total Books: 3366)

3. B.ED library (Total Books: 5543)

Central Library

- **Library Automation :** Central Library of Katwa College started its automation process by adopting 'KOHA' Integrated Library Management Software (ILMS) in the year of 2016 of December. Already the number 29,325 most circulated books has been entered in the KOHA database which is continuously being upgraded Central Library of katwa college currently holds more than 41,000 (Forty one thousand) books & some which are rare & old books currently not available in the printed format.

A totally cloud based & Version 22.11.10.000 Rosalie KOHA has been installed in the Central Library on 02.01.2024. it is fully automated & 24/7 access to the server. It has 24x7x365 QR code enabled OPAC for search facility.

Name of ILMS Software	KOHA
Nature of automation (fully/partially)	Partially

Version	16.05.07.000 (cloud)
Year of automation	06.12.2016
Up gradation	Fully, Version 22.11.10.000 Rosalie (cloud) on 02.01.2024

- **Open Education Resource Repositories (OER repositories) :-**

Central Library of Katwa College has vast OER Databases with appropriate links for Journal access (DOAJ, Sage Open Journal, Springer open etc), E-Content (E-PG pathshala, Vidya Mitra etc), E-Learingaccess(N-LIST, e-Gyankosh, Spoken tutorial, Swayam, Virtual Labs etc), E-Dissertation & thesis access (Shodh Ganga, Shodh Gangotri, NDL, Research Project Data base, IRINS etc).

- Provision for study materials, previous year university question papers & syllabus of NEP in the college website from where students can easily access such documents.
- Central Library has institutional memberships of NLIST & NDLI (National Digital Library of India) club membership.
- **Seminar Libraries :**Most of the Hons. Depts are equipped with seminar libraries & books have been borrowed from Central Library under the authority of HOD.
- **Magazine, books & employment news for competitive examination:** Central Library provides above mentioned service
- Huge number of e-books & e-journals can be accessed through N-LIST by the members of Central Library.
- **Orientation programme:** Every year, under the 'Observation of Students' week Programme' a students' orientation programme for how to use library & use of OER is conducted, so that new students become familiar with resources of library & to make its properuse.

- **Seminar on Library & Information Science :**Central Library & IQAC of KatwaCiollege in collaboration with St. Paul's Cathedral Mission College, Kolkata (Under MOU) jointly organized 'One Day State Level Seminar on Library & Information Science' successfully on 30.05.2024.
- **Workshop of KOHA Software :** Central Library of Katwa College in association with IQAC, Katwa College organised successfully 'One Day Workshop of KOHA ILMS & How to use WEB OPAC' on 28.06.2024.

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

- The Pandemic situation has led us to get habituated with an IT-assisted teaching-learning evaluation process. The Google Classrooms, online examination systems via Google forms, Worksheets have helped a lot in curbing health risks.
- The College aims to provide IT as a learning aid to the students as well as the faculty members with various study and research materials. All the departments and the library of the college are equipped with ample numbers of Desktops, Laptops, Scanners, LCD Projectors, Laser Printers. Reprographic facilities are made available for utilizing the library for study and research.
- BSNL wireless internet facility (Wi-Fi) is accessible at different corners of the college and has been updated to optical fibre (FTTH) network with an average bandwidth of 150Mbps from 100 Mbps. Easy access to the internet from every Department gives better opportunity in the teaching learning process.
- 17ICT based class rooms are at work with technical facilities.
- A Studio Room for recording important lecture.
- Close Circuit Cameras with HD DVR got installed in the Central Library and in the Office of the Principal.
- Audio-visual Classroom set up has been structured in the Central Library.
- The Office of the Principal is also using the updated facilities of technology to carry out the administrative works. Apart from this, it also envisions a paperless administration, likewise the notices, general guidelines, circulars are disseminated to all departments through wireless medium.
- To support these IT network systems, all the computers and the requisites are connected to uninterrupted power supply and high-performance computing servers. All computers are monitored through the AMC and are regularly updated as and when suggested by the attending personnel.
- This college has a clearly stated policy regarding IT upgradation with special emphasis on updating curriculum-based software at regular intervals and regarding prevention of IT malpractices as well through Cyber Security Pledge. It is noteworthy here that during the last academic session, the institute organized a one-day seminar as a part of Student's Observance Week, whereby students were taught measures to handle the different academic and scholarship portals with utmost care and safety.
- The college acquires fund from the students' admission and submit a part of it to the Treasury, West Bengal through TR Form No.- 7. The remaining part of this fund is utilised inan optional manner for the utmost benefits of the students and deferent stakeholders. The college also accumulates fundfor conducting public examination, CSC examination, MLA, MP, LAD and from alumni. In this way the college tries to ensure maximumutilisation of available funds. It strives to maintain a liberal budget towards up gradation and maintenance of IT infrastructure.

File Description	Document
Upload Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 188.85

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 40

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 6.44

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
5.35	2.20	59.6	1.77	4.13

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 64.99

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
4573	6743	3895	3500	3695

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 42.88

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
6066	2685	2531	0	3501

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](View%20Document)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](View%20Document)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](View%20Document)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](View%20Document)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](View%20Document)
Provide Links for any other relevant document to support the claim (if any)	[View Document](View%20Document)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 41.71

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
269	427	409	373	265

5.2.1.2 **Number of outgoing students year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	935	1456	1118	670

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 2.96

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2023-24	2022-23	2021-22	2020-21	2019-20
32	31	4	1	4

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 20

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2023-24	2022-23	2021-22	2020-21	2019-20
7	6	4	2	1

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 15.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
24	18	17	8	12

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

There is a registered Alumni Association (Regn No. S/2L/62185 of 2016-17) that contributes considerably to the development of the institution through financial and /or other services

Name:-Katwa College Alumni Association

Establishment: - 2016 Date: 09-12-2016

President: Sri Rabindranath Chatterjee, MLA, Katwa

Reg No: - S/2L/62185 of 2016-17

Number of Registered Alumni- 5097

Our Vision : Katwa College Alumni Association is the social platform that stands out as a lighthouse of unity, empowerment and positive influence. As a dynamic and interconnected community, we aspire to be the driving force behind the transformative changes contributing to the betterment of the individual and the world at large.

Mission Statement: Our mission is create strong bond between Alumni and Present Students and also to provide a forum for the members of the Association to share their experiences and views to assist students, scholars and teachers of the college and the members of the Association in their academic pursuits and professional careers.

1. **Financial Contribution of Alumni Association:**

1. **Rain Water Harvesting Project:**

A rainwater harvesting project was partially funded at a cost of Rs. 4,56,000/-(Rupees four lakh fifty six thousand) only out of a total cost of Rs. 8,97,369/- (Rupees eight lakh ninety seven thousand three hundred sixty nine) only. This project involves the collection and storage of rainwater, mitigating water scarcity and promoting sustainable water management.

1. **Academic and other support service of Alumni Association/ participation:**

1. **Career Counselling:**

Alumni Association organised a career counselling programme in association with katwa college career counselling cell for the current students by our alumnus or some respectedteacherson

1. **Blood Donation Camp:**

Some of the alumni actively participated to donate blood at the blood donation camp organised by the NSS unit at KatwaCollege .

1. **Tree Plantation:**

Tree plantation programme organised by the Association in the college premisesto encourage greenery and pollution free environment.

1. **Annual Sports Meet:**

Alumni Association provides eminent sportsmen and referees to judge the events organised by Katwa College sports committee on every sports meet for the smooth functioning of the event.

1. **75thyears Celebration of College:**

Alumni Association played an important role on the auspicious occasion of 75thyears celebration of Katwa College. Huge numbers of Alumni members were gathered and actively participated to the event.

1. **Environment Day Celebration:**

The Alumni Association celebrated the World Environment Day on 5th June, 2024 jointly with the IQAC Katwa College.

1. **Donation of books to Nilmadhab Roy Library:**

Katwa College Alumni Association has a library which named as Nilmadhab Roy library and donate important books regularly.

1. **Donation of Grocery, Facemask, Sanitizer during COVID-19 Pandemic:**

During COVID-19 pandemic the Association helps to distribute face mask, sanitizer, grocery food intonearer villagersofkatwa college.

1. **Alumni Reunion:**

Katwa College Alumni Association organised "Alumni Reunion"on 30.07.2023 at college auditorium. The reunion programme was succeeded with it's great importance.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

In order to fulfil the vision and mission of providing quality education to the first generation learners, Katwa College continuously upgrades its academic as well as infrastructural facilities. The leadership & governance ensures an environment conducive for attaining the vision & mission of the College based on participative management and decision making. The policies and activities are commensurate with the motto of the College. The institute follows a decentralized framework for ensuring its transparency & accountability. As a result it is visible in such institutional practices as:

1. **Sustained Institutional Growth** took place in the domains of

Administration- In pursuit of infrastructural developments including need-based software applications and e-governance.

Academics- Implementation of well conceived academic planning and teaching-learning process consisting of regular classroom teachings, e-learning resources, laboratory experimentation, field works etc.

Institutional Social Responsibility- Through **Outreach Activities**, **Nature Club** and community engagement through **NSS**.

1. **Initiatives of NEP implementation-**

-Admission procedure, class routine, course structure have been designed as per the prescribed format of NEP 2020 and affiliating university guidelines from the academic session 2023-2024.

-Workshop has been organized to make the teaching staffs, non-teaching staffs and the students aware of the implementation of NEP.

1. **Decentralization-**The nature of governance is participatory where all stakeholders take part in the academic and administrative decision-making of the College and execution of the same. The governing body spearheads the governance followed by the Principal (who is also the Secretary of the GB). Under the supervision of IQAC and Teachers' Council, various committees and subcommittees work arm in arm, supervising, deliberating and recommending all College matters, to ensure the equitable distribution of governance and guarantee the smooth functioning of the College.

1. **Long-term Perspective Plans**

In accordance with the Vision and Mission, the College seeks to expand the academic pursuits through optimal utilization of its existing resources:

- A Competitive Exams' Training Programme has been started to guide the students in their pursuit of various exams beyond the college curricula to; further their career prospects in the future.
- A record room studio has been recently constructed (2024) to facilitate ICT based teaching and learning methodology in the institution.
- Constant initiative is taken to promote research amongst its benefactors by seeking funding for projects like DBT and ICSSR funded projects.
- Proposal for additional teaching posts on the basis of students' strength and as per the guideline of the CBCS and NEP 2020.
- Initiatives to broaden the scope of e-resources and e-learning.

1. **Short-Term Perspective Plans**

In agreement with the Vision and Mission, several Short Term Perspective Plans of the College are at execution level such as:

- 50 optional add-on courses have been introduced, to propel the curiosity beyond the immediate syllabus and stimulate career prospects amongst the students which go hand in hand with student-centric workshops, seminars and field trips and regular lab training.

- Repair and renovation of Girls' Common Room, Science Building etc.
- Monitoring the activities of the Grievances Redressal Committee including Sexual harassment and Anti-ragging sub-committees.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Deployment of Institutional Perspective Plan

Major plans deployed by the College under following broad categories include:

a. Teaching-Learning:

- Curricular planning and implementation through well-defined routine structure
- Student Mentoring
- Add-on courses and Certificate Courses for all students
- NDL to facilitate continuous learning through online mode.

b. Student enrichment:

- Integration of co-curricular activity classes within the routine.
- Collaboration with Professional and Social Organizations and Industries for skill enhancement and capacity building of the students.
- Publication of Departmental Magazines and E-Magazines

c. Development of Research Activity:

- Hands-on trainings and workshops arranged in collaboration with expert organizations
- Publishing peer-reviewed journal '**International Journal of Research on Social and Natural Sciences**': a multidisciplinary Journal in Science and Humanities.
- Encouragement of the faculty for **submitting Research Project proposals** to different funding

agencies.

- Financial support to faculty members for participation in Professional Development Programmes such as FIP, FDP, Seminars, Workshops etc.

d. Students' Outreach activities and Institutional Social responsibility:

- Demonstration programme on "Prevention of Fire" and Science Exhibition programmes.
- Nature Club activities to promote awareness of sustainable development.

1. **Physical and Academic Institutional Infrastructure**

- Infrastructural Improvement:

New Construction: As per requirement many infrastructural facilities were constructed like Rainwater Harvesting and Groundwater Recharging System, Students' Activity, B.Ed. Building, etc.

Repair and Renovation Work: As per requirement parts of the Main Building, Science Building, Electrical Insulation Works and Laboratories were repaired.

f. Administration

- Administrative and admission process through online mode
- Appointment of House-keeping and Security staffs through proper agency.

2. **Effective & Efficient Functioning of the Institutional Bodies**

- The Governing Body comprises members from the Government, University, teachers and NTS representatives of the college and the donor member.
- The Principal as Head leads academic and administrative activities in consultation with IQAC, Teachers' Council and Administrative Council.
- A teacher-guardian sub-committee for each department and a central guardian sub-committee have been established.
- Various committees are effectively governed through IQAC and TC subject to approval of the Governing Body.
- Annual budgetary allocation is prepared by the Bursar based on the previous year's income and expenditure along with suggestions from various conveners/HODs and sends it the Governing Body for approval.
- Feedback reports from the stakeholders are analysed and sent with some as suggestions to the Apex Body for consideration.
- IQAC takes initiative to conduct Academic Audit, Administrative Audit, Green Audit, Energy Audit, Gender Audit to ensure holistic quality enhancement.
- Teaching and non-teaching staff who are members of the alumni are active participants in the governance of the institution.
- Recruitment and Appointment of Permanent Teachers and Non-Teaching Staffs are conducted by

West Bengal College Service Commission and Higher Education Department, Govt. of West Bengal.

- CAS process for promotion of faculty members is conducted by West Bengal College Service Commission, Higher Education Department, Govt. of West Bengal and University of Burdwan.
- Appointment of House-keeping and Security Staff are done through e-tender process by the Institution.
- Reservation policy strictly followed as per the Government guidelines.
- A significant percentage of women faculty members are administrative participants as conveners for various sub-committees of the College.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The Internal Quality Assurance Cell functions as a vigilant custodian of academics of the institution and adopts the following measures:

A. **Appraisal System:** All the staff members of the college have performance appraisal systems of different forms:

1. All the teaching staff records their daily attendance and classes scrutinized by the Principal and IQAC coordinator through teacher's dairy and student attendance register.
2. Performance Based Appraisal System is followed for promotion under CAS of the Teachers and Librarian.
3. Additional work assigned to the faculty is also appraised by the Principal.

Non-teaching staff are appraised by the departmental head and Principal by verifying their daily activities and additional assignments given to them from time to time.

B. **Welfare Measures for Staff Members**:

Permanent staff members of our college obtain several welfare measures from the Government of West Bengal like:

1. West Bengal Health Scheme

2. Loan from General Provident Fund

3. Leave facilities: All leaves as per the Government rules including the Child Care and Maternity Leaves are accessible to the faculty.

4. Scope of recruitment on compassionate grounds for non-teaching staff.

5. Recreational facilities:

- Annual picnic organized for the teaching staff.
- A gym centre of the College accessible to the faculty interspersed with dedicated yoga celebration days.
- Leading national & regional newspapers subscribed for the common staff room.

6. Academics:

- A Multidisciplinary Journal for Humanities & Science, titled *"International Journal of Research on Social and Natural Sciences"*-(ISSN 2455-5916) published by the College and a dedicated ISBN approved by RRRNA for the faculty members to promote research.

- Over 40 + Open E-Learning Resources in the College Library
- Permission is duly granted to participate in Refresher Courses/ Orientation Programmes/ Short Term Courses to the teaching staff for professional development.

1. Financial Facilities:

- Staff eligible to obtain the benefits of Group Insurance Scheme (GSLI).
- Teachers are members of registered Staff Cooperative of the college and can avail loan facility as and when required.
- Staff can also avail loan facilities from Provident Fund as per Government rules.
- Staff benefit from the Pension Scheme & Gratuity Scheme as per the Government rules.
- Non-teaching staff receive the ex-gratia as festival bonus.
- Refundable interest free Puja advance for all staff.
- Staff gets the benefit of fee waiver for their wards enrolled in the College.
- Financial Assistance is given to teachers to attend Conferences/Workshops/Seminars/RC/OP/STC etc.

8. Other facilities:

- Canteen that serves nutritious and hygienic food
- Campus Security
- Housekeeping Staff and Electricians
- Sanitization tunnel during Covid-19 period
- Wi-fi enabled Campus
- Primary health checkup facility for teaching and non-teaching staff (Aroghya).
- Free parking facility

C. Avenue for Career Development/progression (Career Advancement Scheme):

- Promotion of teachers under W.B.E.S. and librarians are executed through the Career Advancement Scheme as prescribed by UGC and Government of West Bengal.

- Promotion of Non-teaching staff members are executed as per the rules framed by Government of West Bengal.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 67.55

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
110	106	22	25	120

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
08	10	11	13	18

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

- The Bursar along with the Finance Committee prepares budget in the form of proposals involving different components like Infrastructure Development, Academic upliftment and others and submits it to the Governing Body/Higher Education Department, Government of West Bengal (where it is applicable). On reception of permission/grants, the college mobilizes funds as per strategic planning on the basis of the proposals. The college authority disburses the funds optimally to provide benefit to all teaching, non-teaching and contractual staff.
- The external audit takes place under an External Auditor recommended by the Higher Education Department, Government of West Bengal. The bills and vouchers of the revenue expenditure are checked. Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilisation Grant Certificates are also audited by the external auditor. Enquiry of any kind during the audit is promptly addressed by presenting relevant documents to the auditors.

- For the grants received from the Higher Education Department and non-government sources, utilization certificates are prepared according to the allowed expenditure under various heads. Annually the Accountant prepares the financial data. This is again verified and scrutinized by the Bursar and the Principal for authenticity, transparency and financial accuracy. For Internal Audit, the college appoints a qualified Chartered Accountant with approval from the Governing Body.
- It also acquires Non-Government Fund from students' admission and submits a part of it to Treasury, Govt. of WB through TR-7 Form. The residual part of this fund is utilized in an optimal manner for the benefit of the students and different stakeholders.
- The college with the help of Finance Sub-committee is dedicated for effective utilization of funds

with utmost transparency and integrity.

- Funds acquired from alumni and other sources (MLA, MP LAD) as well as by conducting public examinations.
- It adopts a liberal budget for maintenance and improvement of IT infrastructure.
- College conducts internal as well as external audits properly at justified intervals of time. External Audit is conducted by the Auditor selected by the DPI office, Govt. of West Bengal.
- College has a well organized Purchase Committee and the college follows tender process as per Government regulations for purchasing item/instrument.
- Payment to the suppliers is made after deducting tax as per Income Tax Rules.
- College is running under three shifts. The building, laboratory and library are used on optimal basis.

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC has a vital role both in academic and administrative developments of the college. It frames both long term as well as yearly short term strategies based on NAAC Peer Team recommendations of the second cycle accreditation report. Following are the new initiatives taken by the IQAC during the last five years:-

- Monitors the Admission Process and conduct Freshers' orientation.
- Environment conducive for attainment of the vision & mission based on participative management.

- Encourages departments CO and PO and seeks report.
- Ensures adequate classes as per CBCS and NEP 2020 in the central routine.
- Preparedness of NEP 2020.
- Inspires to organize seminars, memorial lectures, co-curricular and extra- curricular activities.
- Speeding up the library automation process.
- Computer Laboratory and psychology Laboratory.
- Repair and renovation of NCC, NSS, Girls' Common Room, Students' Union Room, and Science Building.

- Initiatives taken for construction of cycle stand and canteen.
- Installations of C.C. Cameras, Ramps, Solar panel, Rain water Harvesting and Ground water recharging, sensor, transformer, silent diesel Generator set, Record room and Crèche Room, Air Quality Noise System, Fire Extinguisher, Sanitary Vending machines.
- Institutional initiatives in the area of women empowerment and increase female students in Higher Education particularly from rural areas.
- Nurtures appropriate best practices.
- Increase of band-width from 100 Mbps to 400 Mbps.
- Promoting the use of e-contents for teaching learning process.
- Purchase of books, equipment, laptops, and computers for all departments.
- Management of various types of degradable and non-degradable waste for Green Campus initiatives.
- Academic calendar and Master Routine.
- Departmental teacher-parent committee and a central guardian committee with the convener of each departmental committee.
- Participation in NIRF and certified with ISO 9001:2015.
- Proactive measures during Covid-19
- Introduction of add-on courses.
- Promotes MoUs with different specialize organizations/industries/societies/agencies.
- Programmes on career counseling and entry in service and skill development.
- Feedback from students, employees, faculty members, employers and alumni and analysis.
- Encouragement for conducting AAA, Green Audit, Energy audit and gender audit.
- Reimbursement of registration fees for Faculty paper presentation.
- Organises international seminar/workshops and provides partial financial support.
- Proposal for opening of two PG Programmes and 10 UG Programmes.
- Proposal for one NCC female unit.
- Self-appraisal reports of teachers containing all aspects of their academic and co-curricular activities. Non-teaching staff are appraised by the Principal by verifying their daily activities as well as other activities assigned by the Principal.
- Initiatives to organize a fair '*Udbhaboni'*-for encouraging students for self-employment.
- Proposal for repair and renovation works of the Boys' Hostel and Staff Quarters to DPI, Govt. of W.B.
- Proposal for additional teaching posts on the basis of students' strength and as per the guideline of the CBCS and NEP 2020.
- Initiatives to apply for interdisciplinary DBT project.
- Monitors the activities of the Grievances Redressal Committee including Sexual harassment and Anti-ragging sub-committees.
- Significant modification of existing web-sites of the college.
- Prepare CAS files of incumbents.
- Biodiversity Registers are maintained by the Zoology and Botany Departments.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Response : -

Katwa College has adopted utmost efforts to uphold the values & roles of women for developing modern society. Gender equity is one of the key challenges which is faced by our modern society. The college has taken a number of adequate measures by which it can provide gender equity, women empowerment education & skill enhancement. College has set up Gender sensitization & Gender Audit committee which conducts gender equity promotion programmes on a regular basis throughout the year in association with NSS, NCC &kanyashree club under the guidance of IQAC.

Safety, security & well-being, along with gender equity & friendly working atmosphere are the issues of prime concern to Katwa College. College has adopted a policy of zero tolerance towards discrimination on the basis of caste, gender & religion.

Gender audit (2019-2024) has been made in order to identify the area for improvement and promotion of gender equity.

Gender equity promotion programmes organized by Katwa College during the last 5 years

YEARS	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
No	2	1	3	5	11

Total : 22

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

  1. **Alternate sources of energy and energy conservation measures**

2.Management of the various types of degradable and nondegradable waste
3.Water conservation
4.Green campus initiatives
5.Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1.Green audit / Environment audit
2.Energy audit
3.Clean and green campus initiatives
4.Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Conducive environment providedfor all through various activities/events:

1. **Lecture on Moral Values:**

The Principal addresses students at the beginning of each session.

- Add-on Course named 'MulyobodhEbongManishiChinta'organised.

Objectives of such Programme:

- Awareness on value education.
- To guide students adopt the right path.

2.Blood Donation Camp:

- Blood donation camps arranged by NSS

1. **International Mother Language Day:**

- Observing "International Mother Language Day" every year on 21stFebruary.

4.Yoga Day Celebration:

- Observing 'The International Yoga Day' 21st June every year.

5.Parades organised by NSS toprovide service to underprivileged sections of the society.

6. Campus Activities:

- Cultural programmes organized to promote Unity amongst different groups of society.
- Observing Fresher's Welcome & College Social every year by Students Union.
- Teachers Day celebrated & Farewell ceremony for pass out students.
- Observing Nabi Dibas
- Republic Day, Independence Day, International Women's Day, Netaji's Birthday, Basanta Utsav, Saraswati Puja, Diamond Jubilee celebration etc observed
- Mock Parliament for Electoral Awareness.
- Offers scholarships & financial assistance to the under-privileged students .
- Barrier free environment for disabled by creating ramps, providing wheelchairs & toilets forDivyangans (Differently abled)
- A Women cell created to enable female students solve any issue inside the college campus.
- Scholarship "Kanyashree" provided to female students forpursuing higher education.
- The college is under 24 hrs CCTV surveillance to ensure safety& security of its students.
- Internal complaint committee (ICC), Grievance Redressal cell, Anti-ragging squad as well as anti -ragging cell set up for the protection of students & all stakeholders concerned.
- College Prospectus is issued for all.
- The College Website provides the Code of Conduct for all students, teachers & non- teaching

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

In **2019-20** the best practices highlighted were of faculty members actively engaged in high quality research and in transferring the results of the research to students and community through their publication, lectures, presentations etc. Some teachers are active in publishing papers in journals and other scholarly publications both at National and International levels. There is a statutory provision of study leave for faculty members for research activities. The college encourages the teachers to apply for Major/ Minor Research Projects. Space and necessary infrastructural support are provided for research work. The college has taken initiative to publish International Peer Reviewed Bi-Annual Journal titled "International Journal of Research on Social and Natural Sciences" .Some Faculty members are engaged as research guides.

Student-centered learning was also marked broadly encompassing methods of teaching that shift the focus of instruction from the teacher to the student. It aims to develop learner autonomy and independence by putting responsibility for the learning path in the hands of students by imparting them with skills and basis on how to learn a specific subject and schemata required to measure up to the specific performance requirement.A compulsory teacher training course for new junior teachers, encouraged student entered learning. A program-level quality enhancement initiative utilized a student survey to identify strengths and potential areas for improvement. The introduction of program reviews served as a quality assurance measure.

In **2020-21** one of the best practices marked was the establishment of a medicinal plant garden named Charak Udyan of 60'×30' area with medicinal and aromatic plants, many of which are highly valuable, for both preservative and educational purposes. The garden was to act as a germplasm stock for the local people for conserving the valuable medicinal and aromatic plants. Another objective was to make people conscious about the importance of these medicinal and aromatic plants in the context of national as well as global market. Plants like Antamul (Anti-asthmatic properties), Nayantara (Anticancer Ant diabetic) and Zamia (cerebral insufficiency and for improving mental performance) were preserved.

Providing holistic education was another conspicuous step. The objectives were to inculcate empathy and team work among students and entrepreneurial expertise along with excellence in academic curriculum to help them in their future endeavours.

In **2021-22,** advanced students taking classes of junior semesters under guidance of departmental teachers was highlighted. The objective of the practice is to motivate students to prepare a topic well enough to take a class on it and also builds up their confidence, ability to express themselves on a subject matter and handle a class situation. It is also meant to encourage peer learning.

A medical unit was set up to help both the stakeholders of Katwa College as well as the neighbouring residents in case of any first aid requirement or emergency oxygen requirement in the context of the Covid-19 epidemic when shortage of required oxygen was reported.

In **2022-23,** Taking classes by senior students for junior semesters and Value education classes by internal and external resource person continued in a more enveloping form since the activity resulted in widespread qualitative success in terms of boosting the personality development of students. The importance of value education in the context of developing into responsible citizens was observed and therefore the measure.

While the practice of an active Medical Unit continued, it was given an extra edge through the nomenclature of "Arogya". It was inaugurated on 29.03.2022 by the SDO, Katwa and President, Katwa College, Governing Body. Apart from the basic weighing scales, sphygmomanometer, instrument for removing sutures, saline arrangements, oxygen cylinders, were arranged for in the unit.A medical practitioner, one of the GB members is actively involved in the Unit for health check up free of cost.

In **2023-24**, an innovative handicrafts exhibition titled "Udhbhaboni" was thought upon. The programme organised jointly by the Cultural cell and NSS units of the college and funded by the Governing Body had the objectives of encouraging the interested undergraduate students to learn and practice the art of handicrafts making with a view to opening up a channel for self-employment and to bring them under the spotlight of public and social media to open opportunities for earning. The items sold at these stalls were of good quality and comparatively less price. There were also cultural programmes by artistes from the college. Many decorative items and ornaments of clay, wood etc were popular attractions. Various food items especially sweets, cakes and "*pithe*" were major attractions. This exhibition gave an opportunity to local artisans to sell their products and reach a larger consumer base and give a fillip to their business. The 23 stalls together sold goods worth about Rs. 40,000 in two days. The volunteers of the NSS also sold eco-friendly pens, containing seeds of various trees, so that when the pen is thrown away after use, the seeds may germinate and sprout. Eco-friendly jute items were also sold.

Community awareness through Kishan Mitra Cell was another such earmarked practice to promote sustainable livelihoods for medium, small and marginal farmers by improving the knowledge of intensive farming. The selected villages were visited and soil samples were collected by the students at 2 feet depth by sample collection instrument with the help of Cadastral Map and GPS location. The sample was processed to test to determine the NPK status, pH level, Organic Carbon. The present condition of lands through the Banglar Bhumi website was cross checked. Farmers were more interested in the use of Plantix apps, where they get the chance to measure plant health as well as determine the plant health issues and related solutions. Farmers have acquired more confidence to mitigate economic and ecological risks.

The best practices in the last five sessions range from core academic issues from transferring knowledge of research interests to co-curricular applications like maintaining of medicinal plants, medical unit for local and institutional benefits to student seminars for peer learning and the institution acting as a springboard for providing an impetus towards self-employment to make students empowered. This has

been an effort to be in tune for valuable contributions towards economic and social development.

File Description	Document
Best practices as hosted on the Institutional website	**View Document**

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Special Morning Shift in Katwa College

Objectives of the Practice:

The College operates on multi-shifts with a special morning shift from 1970 only for females or girls among each stratum of the surrounding rural villages. The objective is to empower them by providing equal access to education, knowledge, skills, and opportunities. The primary goals are to "ensure inclusive and equitable quality education and promote lifelong learning opportunities through holistic, transformative, and gender-sensitive approaches.

Easy access to education and supportive policies: Teaching learning starts at 7am in the early morning and ends in 1.00 pm. Hence girls are able to continue their higher education side by side and complete their daily work. Katwa College also offers a special and separate girls' hostel Maitreyee. Admission to a course is completely merit-based; college authorities try to provide educational access to almost all women applicants through General courses. Seven important subjects - Bengali, English, Sanskrit, History, Political Science, Environmental Science and Philosophy are offered.

Develop Skill and extracurricular activities through Add on Training:-

Katwa College also offers skill development programs and arranges quarterly courses specifically on Communicative English, Beautician Course, Basic Computer Training, Yoga and self-defense Karate programs, Dance, Drama and Song etc. along with regular classes.

Opportunities for all across caste and religion: Government Rules reserve seats for SC, ST, OBC, Minority and seats under sports category and encourage them to value quality education side by side along with general students.

Safe & Supportive Environment: College is under CCTV surveillance. 24 hour security is provided

and there is a Grievance cell in our college where students can report any safety concerns, incidents, or harassment anonymously and appropriate action is taken in response to reports. It is noticeable that among the total teaching faculties near about 50% teacher are female along with a female librarian and hostel super only for morning shift.

Health Awareness: Various departments provide courses and workshops on health education, hygiene, nutrition and reproductive health. Arogya is a special health care unit controlled by women attendants.

Active participation in NSS: Our College promotes the involvement of female students in the National Service Scheme (NSS). This participation offers opportunities for community engagement, skill enhancement, and social impact.

Sensitization Programmes : Gender sensitization committee observes Women's Day etc and promotes awareness of gender as a social construct through workshops seminars and hands on essay, quiz and poster competitions.

To address these issues, college authorities work with local communities to challenge and change social norms that impede women's education. Awareness campaigns and community outreach programs help to inform families about the benefits of educating women. In addition to offering various scholarships, some committed faculty members provide information and guidance on financial planning, part-time job opportunities, and student loan options to help women manage their financial limitations. By implementing these strategies and initiatives, our college fosters an inclusive educational environment for women.

Lastly, majority of students enrolled and participating in curricular and co-curricular activities are female and this reflection is a positive manifestation and a quality indicator to envision female empowerment in all its aspects.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

1.   The college has applied for 2 PG and 10 UG programmes according to the demand of the IQAC and Students' Body(nominated by GB) to the West Bengal Council of Higher Education.

2.   The College will establish a Computer Centre in the near future, the fund for which has been approved by the Governing body.

3.   College has applied for additional teaching staff in compliance with CBCS and NEP 2020 regulations and curriculum.

4.   College has appealed for the filling of 44 vacant full time Non Teaching posts for better efficiency in the governance of the institution.

5.   Prayer for fund towards repair and maintenance of the Boys' Hostel and the Staff Quarter has been forwarded to the Higher Education Department, Govt of West Bengal.

6.   Prayer for Furniture fixture in the classrooms has been initiated to the Higher Education Department, Govt of West Bengal.

7.   From 2017, the logistics of the College Office has changed drastically and software applications in governance and learning processes have been introduced.

8.   Prayer towards the establishment of an NCC female wing to the NCC regional office, Kalyani.

9. Wi-Fi enabled Zone in the campus with increasing bandwidth performance

10. Initiative for Interdisciplinary DBT Project

11. Establishment of a ISBN enabled publishing house owned by the college

12. Observation of No Vehicle day within the campus every Saturday.

13. Implementation of Automated Fire fighting system and extinguishers installed.

14. Installation of Air Quality Noise Indicator by West Bengal Pollution Control Board.

Concluding Remarks :

The fundamental aim of our 77 year old institution situated at the confluence of Rivers Ajay and Ganga and eponymously named by the town that has a historical background of five hundred years, has been to impart holistic and peer learning to the youth of the region under semi-urban and surrounding rural agricultural based area. In sync with the rich cultural canvas because Sri Chaitanya received "Diksha" from his guru at the site of the Gauranga Bari temple built in the town, the college encourages the students to aim at excellence not only in academic pursuits, but also in every aspect of ethical parameters to achieve accountability of citizenship at large. With a vigorous teaching strength, impeccable mentor-mentee bonding, the students are prompted to strive for academic and humanitarian finesse so that in course of time they may take up suitable livelihood options for the betterment of their lives and also of their families and society at large. The various co-curricular activities of the college especially the extension programmes provide them with a rare social consciousness that motivates them to reach out to society particularly the needy and the helpless. The infrastructural provisions, contribution of the integral wings, tireless efforts of all human resources sentimentally attached to this institution, imparts strength to this age-old institution to overcome the lacunae simultaneously with best possible utilization of the opportunities and thereby to become the tower of knowledge and culture not only regionally but also nationally and internationally. As a move for becoming such a fort, the institution has embarked upon taking positive and possible actions by evaluating and revaluating its performance in the last few years. The college has been certified as ISO 9001:2015 institution which depicts its eagerness for excellence in imparting education for all, keeping in view the needs of the local population. All stakeholders work in tandem as a family to thereby uphold the vision and mission of the college and upgradation of society at large.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : 50 Answer After DVV Verification :32
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: <table><tr><td>2023-24</td><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td></tr><tr><td>6137</td><td>3324</td><td>5833</td><td>0</td><td>4919</td></tr></table> Answer After DVV Verification : <table><tr><td>2023-24</td><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td></tr><tr><td>6138</td><td>3324</td><td>5833</td><td>0</td><td>4919</td></tr></table>
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 3125 Answer after DVV Verification: 3124
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website
2.1.1	**Enrolment percentage** 2.1.1.1. **Number of seats filled year wise during last five years (Only first year admissions to be considered)** Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
2578	2886	2902	2328	2246

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
2578	2886	2902	2328	2246

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
3197	3584	4159	4159	5065

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
5065	4159	4159	3584	3197

2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
1399	1396	1379	928	1024

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
1399	1396	1379	928	1024

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
2765	1865	1865	1606	1431

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
2765	1865	1865	1606	1431

2.4.1	**Percentage of full-time teachers against sanctioned posts during the last five years**
	2.4.1.1. Number of sanctioned posts year wise during the last five years
	Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
103	98	100	102	104

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
103	98	100	102	104

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
71	60	63	62	63

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
71	60	63	62	63

2.6.3	**Pass percentage of Students during last five years (excluding backlog students)**

2.6.3.1. Number of final year students who passed the university examination year wise during the last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
0	936	1456	1118	670

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
0	936	1456	1118	670

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
92	64	16	12	19

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
67	54	11	12	16

3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
22	27	15	24	12

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
11	10	8	12	7

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
15	21	10	03	05

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
4	9	5	1	2

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*
	3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
45	22	17	15	12

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
27	11	5	3	7

Remark : Value updated as per the extensional activity conducted for the benefit of the society, not for their own students.

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*
	Answer before DVV Verification : 40
	Answer After DVV Verification :27
4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
19.07	254.56	142.59	138.16	96.37

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
12.60	205.13	77.03	55.68	91.19

4.3.2	**Student – Computer ratio (Data for the latest completed academic year)**
	4.3.2.1. **Number of computers available for students usage during the latest completed academic year:**
	Answer before DVV Verification : 70
	Answer after DVV Verification: 40

Remark : Value updated only the bills for the computer proivded by the HEI

4.4.1	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
95.30	106.42	58.41	60.61	79.24

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
5.35	2.20	59.6	1.77	4.13

Remark : Value updated as per the expenditure incurred on maintenance of physical facilities and academic only

5.1.1	*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
2451	2640	2108	1922	2237

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
4573	6743	3895	3500	3695

5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills*

	Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above
5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years** **5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification: 	2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---
6067	2685	2531	0	3501 | Answer After DVV Verification : | 2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---
6066	2685	2531	0	3501	

5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*
	
	    1. **Implementation of guidelines of statutory/regulatory bodies**
	    2. **Organisation wide awareness and undertakings on policies with zero tolerance**
	    3. **Mechanisms for submission of online/offline students' grievances**
	    4. **Timely redressal of the grievances through appropriate committees**
	
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: A. All of the above

5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years** **5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years** Answer before DVV Verification: 	2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---
270	427	409	373	265 | Answer After DVV Verification : | 2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---
269	427	409	373	265 | **5.2.1.2. Number of outgoing students year wise during the last five years** Answer before DVV Verification: | 2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---	
5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the*

last five years

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
44	42	08	02	06

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
32	31	4	1	4

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
17	13	11	01	06

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
7	6	4	2	1

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
84	61	45	19	29

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
24	18	17	8	12

6.2.2	*Institution implements e-governance in its operations*
	1. **Administration** 2. **Finance and Accounts** 3. **Student Admission and Support** 4. **Examination** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : Value updated as HEI has not its own e-governance system
6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years** Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
92	93	0	0	0

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years* 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years** Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
111	106	22	25	120

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
110	106	22	25	120

6.3.3.2. **Number of non-teaching staff year wise during the last five years**
Answer before DVV Verification:

| 2023-24 | 2022-23 | 2021-22 | 2020-21 | 2019-20 |

6.5.2	**Quality assurance initiatives of the institution include:**
	1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
	2. **Academic and Administrative Audit (AAA) and follow-up action taken**
	3. **Collaborative quality initiatives with other institution(s)**
	4. **Participation in NIRF and other recognized rankings**
	5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**
	Answer before DVV Verification : A. Any 4 or more of the above
	Answer After DVV Verification: B. Any 3 of the above
	Remark : Value updated as HEI does not have any NIRF ranking and AAA has not been obtained from any recognized agency.
7.1.2	**The Institution has facilities and initiatives for**
	1. **Alternate sources of energy and energy conservation measures**
	2. **Management of the various types of degradable and nondegradable waste**
	3. **Water conservation**
	4. **Green campus initiatives**
	5. **Disabled-friendly, barrier free environment**
	Answer before DVV Verification : A. 4 or All of the above
	Answer After DVV Verification: B. 3 of the above
	Remark : Value updated from the HEI clarification response.
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**
	1. **Green audit / Environment audit**
	2. **Energy audit**
	3. **Clean and green campus initiatives**
	4. **Beyond the campus environmental promotion activities**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: C. Any 2 of the above
	Remark : Value updated as HEI has not proivded any audit certificates from the recognized agency as per SOP

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
7554	7847	6944	6114	6018

Answer After DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
7554	7847	6944	6112	6018

2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 116 Answer after DVV Verification : 115

2.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
103	98	100	102	104

Answer After DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
103	98	100	102	104

3.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
134.03	375.73	213.03	202.96	201.53

Answer After DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
136.44	375.86	213.58	202.8	206.17