



## KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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# CRITERION 1- CURRICULAR ASPECTS

## 1.2 Academic Flexibility

1.2.1.1. Number of Add on /Certificate/Value added programs 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)

### DOCUMENTS

**Institutional program brochure/notice for Certificate/Value added programs with course modules and outcomes**

- 1. List of Courses Offered**
- 2. Policy Documents for the courses**
- 3. Brochure /Syllabus/Schedule for the courses and course outcome**

Signature of the IQAC Coordinator

**Coordinator  
IQAC  
Katwa College**

Signature of the Principal

**Principal  
Katwa College**



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(Affiliated to the University of Burdwan)

Principal's Office,

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1.2 Katwa College has offered 50 Add-on Courses in the last 5 years starting from the academic session 2019 to 2024. All the 17 departments of the college have offered at least 1 Add-on Course of duration of 30/32 hours. Some of the departments have offered more than 1 course. These Add-on Courses with well framed syllabi beyond the purview of the existing syllabus of University of Burdwan and with the objective to develop some employable skills have attracted students in large numbers. This is clear from the fact that students from various disciplines have willingly enrolled for these courses and most of them have successfully completed these courses with commendable grade points.

## List of Courses Offered

YEAR	TOTAL NUMBER OF COURSE	NAME OF THE COURSE
2019-2020	07	<ol style="list-style-type: none"><li>1 Leadership</li><li>2. Communicative English</li><li>3. An Introduction to the Advanced Self-Empowerment Skills</li><li>4. মূল্যবোধ ও মনীষী চিন্তা</li><li>5. Mental Health issues of Young Adults</li><li>6. Land Survey</li><li>7. Benefit of basic yogsana in our daily life</li></ol>
2020-2021	00	
2021-2022	06	<ol style="list-style-type: none"><li>1. Benefit of basic yogsana in our daily life</li><li>2. Communicative English</li><li>3. Leadership</li><li>4. An Introduction to the Advanced Self-Empowerment Skills</li><li>5. মূল্যবোধ ও মনীষী চিন্তা</li><li>6. Mental Health issues of Young Adults</li></ol>

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2022-2023	09	1. Basic Computer Training 2. Basic Music 3. Communicative English 4. Computerized Accounting & Taxation 5. Self-defense & Karate training 6. An Introduction to the Advanced Self-Empowerment Skills 7. মূল্যবোধ ও মনীষী চিন্তা 8. Mental Health issues of Young Adults 9. Applied English Grammar and Comprehension for Competitive Examination
2023-2024	28	1. Computerized Accounting & Taxation 2. Communicative English 3. Basic Music 4. Basic Computer Training 5. Self-defense & Karate training 6. Land Survey 7. Beautician 8. Bharatnatyam 9. Rabindra Sangeet 10. Elementary French 11. আবৃত্তি শিক্ষা 12. নাটকের অভিনয় শিক্ষা 13. Mushroom Cultivation 14. Microelectronic Technology and CMOS Implementation 15. Applied English Grammar and Comprehension for

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	Competitive Examination
	16. Qualitative Research in Geography: Methods of Data Collection & Analysis
	17. Heritage Sites of Bengal with special reference to Rarh Bengal
	18. An Introduction to the Advanced Self-Empowerment Skills
	19. Benefit of basic yogsana in our daily life
	20. Mental Health issues of Young Adults
	21. Business Ethics
	22. Studies and Fabrication of power supply
	23. General Awareness and Management: Cardio-Respiratory Disorders
	24. মূল্যবোধ ও মনীষী চিন্তা
	25. Basic knowledge of wildlife photography
	26. Encouraging Private Entrepreneurship: Laboratory to Industry
	27. Encouraging Self Employment : Laboratory to Industry
	28. Leadership
5 Years (Total Number)=50	

TABLE REPRESENTING LIST of STUDENTS

YEAR	TOTAL NUMBER OF STUDENTS ENROLLED IN COLLEGE	TOTAL NO. OF STUDENTS ENROLLED FOR ADD-ON	TOTAL NO. OF STUDENT COMPLETING ADD-ON COURSE
2019-2020	6018	4919	4320
2020-2021	6114	NIL	NIL
2021-2022	6944	5833	5382
2022-2023	7847	3324	2947
2023-2024	7554	6137	5513

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## List of Add-on Course

YEAR	TOTAL NUMBER OF COURSE	NAME OF THE COURSE	TOTAL NO. OF STUDENTS ENROLLED FOR ADD-ON	TOTAL NO. OF STUDENT COMPLETING ADD-ON COURSE
2019-2020	07	1. Leadership	873	866
		2. Communicative English	523	496
		3. An Introduction to the Advanced Self-Empowerment Skills	500	492
		4. মূল্যবোধ ও মনীষীচিন্তা	1142	938
		5. Mental Health issues of Young Adults	959	795
		6. Benefit of basic yogsana in our daily life	504	496
		7. Land Survey	418	417
2020-2021	00			
		1. Communicative English	1098	1021
		2. Benefit of basic yogsana in our daily life	1173	1079
		3. Leadership	449	403
		3. An Introduction to the Advanced Self-Empowerment Skills	1003	936
		মূল্যবোধ ও মনীষীচিন্তা	978	924

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		Mental Health issues of Young Adults	1132	1019
2022-2023	09	1. Basic Computer Training	494	425
		2. Basic Music	145	116
		3. Communicative English	145	107
		4. Computerized Accounting & Taxation	53	43
		5. Self-defense & Karate training	250	231
		6. An Introduction to the Advanced Self-Empowerment Skills	683	641
		7. মূল্যবোধ ও মনীষী চিন্তা	695	575
		8. Mental Health issues of Young Adults	359	337
		9. Applied English Grammar and Comprehension for Competitive Examination	500	472
2023-2024	28	1. Computerized Accounting & Taxation	204	204
		2. Communicative English	450	450
		3. Basic Music	113	113
		4. Basic Computer Training	575	575
		5. Self-defense & Karate training	99	99
		6. Land Survey	1089	802
		7. Beautician	627	627
		8. Bharatnatyam	49	49
		9. Rabindra Sangeet	58	58
		10. Elementary French	48	48
		11. আবৃত্তি শিক্ষা	132	132
		12. নাটকের অভিনয় শিক্ষা	106	106

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	13. Mushroom Cultivation	93	93
	14. Microelectronic Technology and CMOS Implementation	34	34
	15. Applied English Grammar and Comprehension for Competitive Examination	245	245
	16. Qualitative Research in Geography: Methods of Data Collection & Analysis	96	96
	17. Heritage Sites of Bengal with special reference to Rarh Bengal	119	119
	18. An Introduction to the Advanced Self-Empowerment Skills	283	224
	19. Benefit of basic yogsana in our daily life	384	350
	20. Mental Health issues of Young Adults	81	81
	21. Business Ethics	100	100
	22. Studies and Fabrication of power supply	48	48
	23. General Awareness and Management: Cardio-Respiratory Disorders	22	22
	24. মূল্যবোধ ও মনীষী চিন্তা	745	501
	25. Basic knowledge of wildlife photography	185	185
	26. Encouraging Private Entrepreneurship: Laboratory to Industry	56	56
	27. Encouraging Self Employment : Laboratory to Industry	51	51

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28. Leadership	45	45
5 Years (Total Number)=50		

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## Policy Documents to Introduce the Courses

### INTERNAL QUALITY ASSURANCE CELL



KATWA COLLEGE

Katwa - 713130

Tel.: (03453)255049

E- Email: iqackatcoll2009@gmail.com

Website: www.katwacollege.ac.in

### NOTICE

Date: 27.08.2019

A meeting of the Internal Quality Assurance Cell Katwa college will be held on **04. 09. 2019** at 3.00 p.m. in the Principal Chamber to discuss the following agenda:

1. To read and confirm the regulations/ minutes of previous meeting held on 10.07.2019
2. To discuss about work distribution and collection of information from different academic submitted for AQAR submission of the session 2018-19
3. To discuss about organisation of a series of seminar for quality development viz E-Library, & Open Access system, Network Security, career advancement scheme (CAS) etc.
4. To discuss about permission for the start of the Literary Society, Department of English
5. To discuss about Add on Courses to open/ start for the benefit of students
6. Miscellaneous

*Nizamuddin Ali*  
Coordinator/Director 27/08/2019  
Katwa College  
Co-ordinator  
IQAC  
Katwa College  
Katwa, Burdwan

*N. Sarkar*  
Principal  
& Chairperson, IQAC  
Katwa College  
Principal  
Katwa College  
27/08/19

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Extract from the proceedings of the meeting of the Internal Quality Assurance Cell held on 04.09.2019 in the Principal Chamber at 3.00 PM

**Item No. – 5:** The Coordinator places the proposal to open add on course for the benefit of students to enhance their all round quality. Mr. Das places a report to the benefits of Add-on Courses and he also said that these courses will be the outside curriculum.

- Enhanced skills and knowledge:** Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise.
- Industry-relevant training:** Add-on courses are often designed in collaboration with industry experts, which ensures that students receive industry-relevant training. This type of training can give graduates an edge in the job market, as employers often look for candidates who have practical experience in their field of study.
- Improved job readiness:** Add-on courses can help students develop important employability skills such as teamwork, communication, and problem-solving. These skills are highly valued by employers, and graduates who have these skills are more likely to be successful in their careers.
- Increased networking opportunities:** Add-on courses can provide students with opportunities to interact with industry experts and professionals, which can help them build their professional network. This can be beneficial when graduates are looking for employment, as they can tap into their network to identify job openings and obtain referrals.
- Higher earning potential:** Graduates who have completed add-on courses may be able to command higher salaries than their peers who have not completed additional training. This is because employers recognize the value of specialized expertise and are willing to pay a premium for it.
- Enhanced Perception:** Add on course can improve perception of you institution's brand because of improved student satisfaction by providing students with opportunities to develop additional skills and knowledge that are relevant to their career goals. This can lead to increased retention rates and positive feedback from students, which can enhance the institution's reputation as a student-centric institution

All the members accept it and Principal said to Coordinator that this proposal will be places in the next Governing Body meeting.

Sd/ Dr. Nijamuddin Ali  
IQAC, Coordinator  
Katwa College

Sd/ Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Attested  
Principal  
Katwa College

05/07/2024

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Extract from the proceedings of the meeting of the Governing Body held on 16.09.2019 in the chamber of the Principal at 12.00 Noon

Item No: 17

(v) The Principal places a proposal received from the IQAC for add-on courses towards quality enhancement from the Academic Session 2019-20. The G.B. approves the proposal of the IQAC placed by the Principal and requests him to take necessary steps in this regard. The Governing Body also advises the Principal to continue these activities in every session for the benefit of the students quality enhancement. The GB approves the fund if required for this purpose.

Sd/ Dr. Nirmalendu Sarkar  
Principal/Secretary  
Katwa College  
Governing Body

Sd/ Soumen Pal, W.B.C.S.(Exe)  
President  
Katwa College  
Governing Body

Attested  
NSARKAR  
04/06/2024

Principal  
Katwa College  
Katwa, Purba Bardhaman

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Coordinator  
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## KATWA COLLEGE

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Ref. No

Date: 04.11.2019

### নোটিশ

কাটোয়া কলেজে 2019 - 2020 শিক্ষাবর্ষে নিম্নলিখিত Add on Course এ ভর্তি চলছে।

এতদ্বারা বর্তমান পাঠরত সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2019 – 2020 শিক্ষাবর্ষে 07 টি Add on Course শুরু হচ্ছে। আগামী 15.11.2019 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে।

Admission Form Available in the Morning Office, Jahar Majhila

Time: 11 - 1 pm (Monday to Friday)

Last date of Admission: 12.11.2019

Add on Course Training Program – 2019 - 2020

Introduced on - 15.11.2019

Sl. No	Course Title	Department
1	Leadership	Political Science
2	Communicative English	English
3	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
4	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
5	Mental Health issues of Young Adults	Zoology
6	Benefit of Basic Yogasana in our Daily Life	B. Ed
7	Land Survey	IQAC



Principal  
Katwa College  
04/11/2019

04/11/2019  
IQAC, Coordinator  
Katwa College  
www.katwacollege.ac.in  
Principal  
Katwa College

Signature of the IQAC Coordinator

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IQAC  
Katwa College

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Ref. No

Date: 04.01.2022

### নোটিশ

কাটোয়া কলেজে 2021 - 2022 শিক্ষাবর্ষে নিম্নলিখিত Add on Course এ ভর্তি চলছে।

এতদ্বারা বর্তমান পাঠরত সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2021 - 2022 শিক্ষাবর্ষে 06 টি Add on Course শুরু হচ্ছে। আগামী 17.01.2022 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে।

Admission Form Available in the Morning Office, Jahar Majhila

Time: 11 - 1 pm (Monday to Friday)  
Last date of Admission: 12.01.2022

### Add on Course Training Program - 2021- 2022 Introduced on 17.01.2022

Sl. No	Course Title	Department
1	Leadership	Political Science
2	Communicative English	English
3	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
4	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
5	Mental Health issues of Young Adults	Zoology
6	Benefit of Basic Yogasana in our Daily Life	B. Ed



*Principal*  
Principal  
Katwa College  
04/01/2022

Phone: (03453) 255 049, E-mail: katcoll2009@gmail.com, Website: www.katwacollege.ac.in

Principal  
Katwa College

*Coordinator*  
IQAC, Coordinator  
Katwa College  
Coordinator  
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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Date: 20.12.2022

Ref. No

## নোটিশ

কাটোয়া কলেজে 2022 - 2023 শিক্ষাবর্ষে নিম্নলিখিত Add on Course এ ভর্তি চলছে।

এতদ্বারা বর্তমান পাঠ্যক্রম সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2022 - 2023 শিক্ষাবর্ষে 09 টি Add on Course শুরু হচ্ছে। আগামী 09.01.2023 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে।

Admission Form Available in the Morning Office, Jahar Majhila

Time: 11 - 2 pm (Monday to Friday)

Last date of Admission: 06.01.2023

The Courses are:

**Add on Course Training Program - 2022- 2023**

**Introduced on 09.01.2023**

Sl. No	Course Title	Department
1	Basic Computer Training	IQAC
2	Basic Music	B. Ed
3	Communicative English	English
4	Computerized Accounting & Taxation	Commerce
5	Karate & Self- defence .	NCC & IQAC
6	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
7	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
8	Mental Health issues of Young Adults	Zoology
9	Applied English Grammar and Comprehension for Competitive Examination	English



*Principal*  
Principal  
Katwa College  
Phone: (03453) 255 049, E-mail: katcoll2009@gmail.com, Website: www.katwacollege.ac.in

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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref. No

Date: 03.01.2024

### নোটিশ

এতদ্বারা বর্তমান পাঠরত সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2023 - 2024 শিক্ষাবর্ষে 28 টি Add on Course শুরু হচ্ছে। আগামী 15.01.2024 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে। আজ থেকে নিম্নলিখিত Google Form এর মাধ্যমে আবেদন করা যাবে আগামী 12.01.2024 তারিখ রাত বারোটা পর্যন্ত। **Google Form Link for Add on Course** → <https://forms.gle/qKsTq6vEmbTqCob4A>

এছাড়াও ছাত্র ছাত্রীদের প্রতিযোগিতামূলক পরীক্ষার প্রস্তুতি হিসাবে আরো একটি Course শুরু হচ্ছে। এই কোর্সের ও সিট সংখ্যা সীমিত এবং আগে আবেদন করলে পড়ার সুযোগ পাবে ছাত্রছাত্রীরা। নিম্নলিখিত Google Form এর মাধ্যমে আজ থেকে আগামী 12.01.2024 তারিখ রাত বারোটা পর্যন্ত আবেদন করা যাবে। **Google Form Link for Competitive exam training program** ↓

<https://forms.gle/J9ata2YBMAXcd1y8A>

### List of Add on Courses & Competitive Examination Training Program - 2023-2024 Introduced on 15.01.2024

Sl. No	Course Title	Department
1	Computerized Accounting & Taxation	Commerce
2	Communicative English	English
3	Basic Music	B. Ed
4	Basic Computer Training	IQAC
5	Self-defense & Karate training.	NCC & IQAC
6	Land Survey	Katwa Municipality & IQAC
7	Beautician	Cultural Committee & IQAC
8	Bharatnatyam	Cultural Committee & IQAC
9	Rabindra Sangeet	Cultural Committee & IQAC
10	Elementary French	IQAC
11	আবৃত্তি শিক্ষা	Bengali
12	নাটকের অভিনয় শিক্ষা	Bengali
13	Mushroom Cultivation	Botany

Principal  
Katwa College  
13/01/2024



IQAC, Coordinator  
Katwa College  
13/01/2024

Phone: (03453) 255 049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)

Principal  
Katwa College

Principal  
Katwa College

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

14	Microelectronic Technology and CMOS Implementation	Electronics
15	Applied English Grammar and Comprehension for Competitive Examination	English
16	Qualitative Research in Geography: Methods of Data Collection & Analysis	Geography
17	Heritage Sites of Bengal with special reference to Rath Bengal	History
18	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
19	Benefit of basic yogsana in our daily life	B. Ed
20	Mental Health issues of Young Adults	Zoology
21	Business Ethics	Philosophy
22	Studies and Fabrication of power supply	Physics
23	General Awareness and Management: Cardio-Respiratory Disorders	Physiology
24	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
25	Basic knowledge of wildlife photography	Zoology
26	Encouraging Private Entrepreneurship: Laboratory to Industry	Chemistry
27	Encouraging Self Employment : Laboratory to Industry	Chemistry
28	Leadership	Pol. Science
**	Competitive Examination Training Program for NET / SET, SSC, TET, WBCS & PSC	IQAC



*Principal*  
Principal  
Katwa College  
03/01/2024

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Principal  
Katwa College

*Coordinator*  
IQAC, Coordinator  
Katwa College  
03/01/2024  
Coordinator  
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IQAC  
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Signature of the Principal

Principal  
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## Addon Course 2019-20

## IQAC Meeting Notice

### INTERNAL QUALITY ASSURANCE CELL



KATWA COLLEGE

Katwa - 713130

Tel.: (03453)255049

E- Email: iqackatcoll2009@gmail.com

Website: www.katwacollege.ac.in

### NOTICE

Date: 27.08.2019

A meeting of the Internal Quality Assurance Cell Katwa college will be held on **04. 09. 2019** at 3.00 p.m. in the Principal Chamber to discuss the following agenda:

1. To read and confirm the regulations/ minutes of previous meeting held on 10.07.2019
2. To discuss about work distribution and collection of information from different academic submitted for AQAR submission of the session 2018-19
3. To discuss about organisation of a series of seminar for quality development viz E-Library, & Open Access system, Network Security, career advancement scheme (CAS) etc.
4. To discuss about permission for the start of the Literary Society, Department of English
5. To discuss about Add on Courses to open/ start for the benefit of students
6. Miscellaneous

*Nizamuddin Ali*  
Coordinator/Director 27/08/2019  
Katwa College

*Co-ordinator*  
**IQAC**  
Katwa College  
Katwa, Burdwan

*Principal*  
Principal  
& Chairperson, IQAC  
Katwa College

*Principal*  
Principal  
Katwa College  
27/08/19

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



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## IQAC Meeting Resolution

Extract from the proceedings of the meeting of the Internal Quality Assurance Cell held on 04.09.2019 in the Principal Chamber at 3.00 PM

**Item No. – 5:** The Coordinator places the proposal to open add on course for the benefit of students to enhance their all round quality. Mr. Das places a report to the benefits of Add-on Courses and he also said that these courses will be the outside curriculum.

- Enhanced skills and knowledge:** Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise.
- Industry-relevant training:** Add-on courses are often designed in collaboration with industry experts, which ensures that students receive industry-relevant training. This type of training can give graduates an edge in the job market, as employers often look for candidates who have practical experience in their field of study.
- Improved job readiness:** Add-on courses can help students develop important employability skills such as teamwork, communication, and problem-solving. These skills are highly valued by employers, and graduates who have these skills are more likely to be successful in their careers.
- Increased networking opportunities:** Add-on courses can provide students with opportunities to interact with industry experts and professionals, which can help them build their professional network. This can be beneficial when graduates are looking for employment, as they can tap into their network to identify job openings and obtain referrals.
- Higher earning potential:** Graduates who have completed add-on courses may be able to command higher salaries than their peers who have not completed additional training. This is because employers recognize the value of specialized expertise and are willing to pay a premium for it.
- Enhanced Perception:** Add on course can improve perception of you institution's brand because of improved student satisfaction by providing students with opportunities to develop additional skills and knowledge that are relevant to their career goals. This can lead to increased retention rates and positive feedback from students, which can enhance the institution's reputation as a student-centric institution

All the members accept it and Principal said to Coordinator that this proposal will be places in the next Governing Body meeting.

Sd/ Dr. Nijamuddin Ali  
IQAC, Coordinator  
Katwa College

Sd/ Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Attested  
Principal  
Katwa College  
05/07/2024

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Governing Body Meeting Resolution

Extract from the proceedings of the meeting of the Governing Body held on 16.09.2019 in the chamber of the Principal at 12.00 Noon

Item No: 17

(v) The Principal places a proposal received from the IQAC for add-on courses towards quality enhancement from the Academic Session 2019-20. The G.B. approves the proposal of the IQAC placed by the Principal and requests him to take necessary steps in this regard. The Governing Body also advises the Principal to continue these activities in every session for the benefit of the students quality enhancement. The GB approves the fund if required for this purpose.

Sd/ Dr. Nirmalendu Sarkar  
Principal/Secretary  
Katwa College  
Governing Body

Sd/ Soumen Pal, W.B.C.S.(Exe)  
President  
Katwa College  
Governing Body

*Attested*  
*NBSK*  
*04/06/2024*

*Principal*  
**Katwa College**  
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



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## Addon course started notice 2019-20



KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref. No

Date: 04.11.2019

### নোটিশ

কাটোয়া কলেজে 2019 - 2020 শিক্ষাবর্ষে নিম্নলিখিত Add on Course এ ভর্তি চলছে।

এতদ্বারা বর্তমান পাঠরত সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2019 – 2020 শিক্ষাবর্ষে 07 টি Add on Course শুরু হচ্ছে। আগামী 15.11.2019 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে।

Admission Form Available in the Morning Office, Jahar Majhila

Time: 11 - 1 pm (Monday to Friday)  
Last date of Admission: 12.11.2019

Add on Course Training Program – 2019 - 2020  
Introduced on - 15.11.2019

Sl. No	Course Title	Department
1	Leadership	Political Science
2	Communicative English	English
3	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
4	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
5	Mental Health issues of Young Adults	Zoology
6	Benefit of Basic Yogasana in our Daily Life	B. Ed
7	Land Survey	IQAC



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IQAC, Coordinator  
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Principal  
Katwa College

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Coordinator  
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Signature of the Principal

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## Addon Course on Leadership 2019-20

Banner: 19-20



### ADD ON COURSE LEADERSHIP



Katwa College

"THE LONE WOLF DIES, BUT THE PACK SURVIVES"  
Be a Leader in this world of Individualists

Department of Political Science

Session: 2019-20

Organised by IQAC, Katwa College



Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Curriculum of the add-on course 'Leadership'

### Unit I: Introduction to Leadership

What is leadership, definition, meaning, significance, characteristics.

### Unit-II: Leadership Development

Qualities of a good leader, how to lead your team skilfully, traits, styles, skills, behaviours, addressing ethics in leadership.

### Unit-III: Leadership in Different Spheres

Leadership in sports, enterprise, social sphere, political sphere, NGO

### Unit IV: Leadership Theories

#### Chapter-V: Women in Leadership

Meaning, women's unique leadership traits, women and leadership, barriers for Women in leadership positions, global Scenario vs Indian scenario.

Signature of the IQAC Coordinator

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## Report on Leadership, 2019-20

1. Name of the course: Leadership
2. Department offering this course: Department of Political Science
3. Date of commencement: 15.11.2019
4. Name of the Course coordinator: Syed Abul Kadar
5. Hours of Learning: 30 hrs
6. Objectives of the course:
  - a. Understand the foundational theories and models of leadership, including trait, behavioural, situational, and transformational theories.
  - b. Develop self-awareness and recognize personal leadership strengths and areas for growth through reflection and assessment.
  - c. Cultivate effective communication skills essential for building relationships, influencing others, and fostering collaboration within teams and organizations.
  - d. Explore ethical considerations and values-based decision-making in leadership roles, emphasizing integrity, transparency, and social responsibility.
  - e. Analyse case studies and real-world examples to evaluate successful leadership practices and challenges across various industries and contexts.
  - f. Enhance strategic thinking and problem-solving abilities to navigate complex challenges and lead change initiatives effectively.
  - g. Develop leadership resilience and adaptive capacity to thrive in dynamic and uncertain environments.
  - h. Engage in experiential learning opportunities such as simulations, group projects, and leadership development activities to apply theoretical concepts in practical settings.

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i. Foster inclusive leadership practices that promote diversity, equity, and inclusion, and understand the importance of cultural competence in global leadership contexts.

j. Prepare for future leadership roles by creating a personal leadership development plan focused on continuous growth and learning.

7. Course outcome :

- Students demonstrated understanding of leadership theories and applied them to real-world scenarios.
- Improved self-awareness and identification of personal leadership strengths and areas for growth.
- Enhanced communication skills for effective relationship building and collaboration.
- Exploration of ethical leadership principles and values-based decision-making. Development of strategic thinking and problem-solving abilities.
- Emphasis on inclusive leadership practices and cultural competence.
- Cultivation of leadership resilience and adaptability in dynamic environments.
- Creation of personal leadership development plans for ongoing growth and learning.

Overall, students showed significant growth in leadership competencies, preparing them for future roles in academia, professional fields, and personal endeavours.

8. Course syllabus and Module:

Serial number	Topics	Total number of classes
1	Unit I: Introduction to Leadership What is leadership, definition, meaning, significance, characteristics.	6
2	Unit-II: Leadership Development	6

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	Qualities of a good leader, how to lead your team skilfully, traits, styles, skills, behaviours, addressing ethics in leadership.	
3	Unit-III : Leadership in Different Spheres Leadership in sports, enterprise, social sphere, political sphere, NGO	6
4	Unit IV: Leadership Theories Great Man theory, Contingency theory, Behavioural theory, Trait theory, Transformational leadership, Transactional leadership	6
5	Chapter-V : Women in Leadership Meaning, women's unique leadership traits, women and leadership, barriers for Women in leadership positions, global Scenario vs Indian scenario	6

9. Number of registered Students: 38

10. Evaluation methods if any: MCQ pattern examination

11. Resource persons: NA

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## Addon Course on Communicative English, 2019-20

### Banner

KATWA COLLEGE

ADD ON COURSE  
ON  
**COMMUNICATIVE  
ENGLISH**

FOR ALL UG  
RUNNING SEMESTER  
STUDENTS

SESSION - 2019-20

ENGLISH DEPARTMENT  
ORGANIZED BY IQAC, KATWA  
COLLEGE

Signature of the IQAC Coordinator

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Principal  
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## Curriculum of the add-on course 'Communicative English, 2019-20'

### ADD ON COURSE STRUCTURE

1. NAME OF THE COURSE: **COMMUNICATIVE ENGLISH**
2. INTRODUCTION/NECESSITY FOR STARTING THIS COURSE: To orient the learners towards basic usage of English Language as an effective means of communication
3. SPECIFIC OBJECTIVE: To polish the four skills of language learning namely listening speaking reading and writing.
4. TARGET / ELIGIBILITY: Undergraduate running students (all Departments)
5. INTAKE CAPACITY: Between 20 to 25
6. PROCEDURE FOR TEACHING/APPLYING THE COURSE: Classroom Facilitating, Pair/Group presentations, Peer learning.
7. DURATION: 30 Hours
8. NAME OF THE TEACHER / INSTRUCTOR INVOLVED: Indrani Ray
9. NAME OF THE COORDINATOR: Indrani Ray
10. DETAILED CURRICULUM:

#### **Communication**

**UNIT-I:** Communication: Meaning, Nature, Importance and Function of Communication, Types of Communication, Channels of Communication, Communication Network in an Organisation, Principles for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Communication Techniques.

#### **Listening and Speaking Skills**

**UNIT-II:** The Process of Listening, Barriers to Listening, Types of Listening, Skills necessary for listening, Benefits of Effective Listening.

**UNIT-III:** Articulation of Speech Sounds, Syllable, Consonant Clusters, Stress, Strong and Weak Forms, Intonation, Connected Speech – Assimilation and Elision, Spelling and Pronunciation. Problems of Indian speakers of English and their remedial measures.

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**Coordinator**  
**IQAC**  
**Katwa College**

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**UNIT-IV:** Conversational Skills – Greeting and Introducing, Leave taking, Asking Questions and Giving Replies, Inviting Friends and Colleagues, Negotiating, Persuading, Taking Initiatives, Praising and Complementing People, Expressing sympathy, Seeking and Giving Permission, Complaining and Apologising, Making Announcement/Public Addressing, Telephoning etc.

**UNIT-V:** Presentation Skills, Public Speaking, Interviews, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

### Reading and Writing Skills

**UNIT-VI:** Reading Skills: Purpose, Process, Methodologies, and Strategy; Special Reading Situations – Skimming and Scanning, Critical Reading, Drawing Inferences, Reading Technical Reports, etc.

**UNIT-VII:** Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Paragraph, Description, Summary and Abstract, Agenda, Minutes, Notices, Circulars, Memo, Advertisements, Report Writing, Curriculum vitae, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business.

**UNIT-VIII:** Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words, Idioms and Phrases.

**UNIT-IX:** Important Aspects of English Grammar and Usage: Sentence – Components, Types and Patterns, Major Word Classes, Verbs, Tense, Concord, Question-tags, Infinitive and Gerund, Passive, Conditionals, Discourse Organizers.

### Mode of Examination:

**Total Marks:** 200

**Final Written :** 150 marks (Communicative English: 100 + Soft Skill: 50)

**Final Practical:** 50 marks (Listening: 25 + Speaking: 25)

-----  
**Total : 200 MARKS**

**OUTCOME: BY THE END OF THE COURSE LEARNERS WOULD BE ABLE TO APPLY THE STRATEGIES OF COMMUNICATION USED IN PROFESSIONAL AND SOCIAL DOMAIN.**

### Report on Communicative English, 2019-20

Name of the course - Communicative English

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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- 
2. Department offering this course- English
3. Date of commencement- 15.11.2019
4. Name of the Course coordinator- Indrani Ray
5. Hours of Learning - 30 hours

6. Objectives of the course (3-4 bullet points)

1. Sensitize learners on Communication as an integral skill for survival.
2. Using English Language for communication in the official realm
3. Sensitize learners on the four skills of language usage - Listening Speaking Reading and Writing.
4. To understand the immediate importance of fluency and move towards

accuracy .

7. Course outcome (100-150 words)

By the end of the mentioned course, students must be able to use and monitor some basic communication strategies used for verbal and written mode. Through classroom task-based activities that simulate real life situations learners would be aware of how language is used in society.

Signature of the IQAC Coordinator

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Add on Course on An Introduction to the Advance Self-Empowerment, 2019-20

## Banner

KATWA COLLEGE

ADD ON COURSE

AN INTRODUCTION TO THE ADVANCE SELF EMPOWERMENT.

For  
ALL U.G. RUNNING SEMESTER STUDENTS  
SESSION 2019-2020  
ORGANISED BY

KATWA COLLEGE IQAC  
AND MORNING SECTION

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# KATWA COLLEGE

(Affiliated to the University of Burdwan)

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## Curriculum of the add-on course on An Introduction to the Advanced Self-Empowerment Skills, 2021-22

1. Name of the course: **An Introduction to the Advanced Self-Empowerment Skills**
2. Introduction /Necessity for starting this course: Being a college situated at a suburban place, Katwa College attracts a massive number of students. This course will make students aware of laws and policies of the government. It will provide them an opportunity to self-improve themselves under the right mentor-ship.
3. Specific Objective: Making students aware of the laws and policies of both of the state and central governments.
4. Target/eligibility: Taking admission in the UG programmes of Katwa College
5. Intake capacity: (optional)
6. Procedure for teaching / applying the course:
7. Duration: 30 hours
8. Name/s of the teacher / instructor involve: Biswajit Mondal, Chitrita Mondal,  
Madhumita Ghosh

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## Report on An Introduction to the Advanced Self-Empowerment Skills, 2021-22

4. Name of the Course coordinator : Aakash Hazra

5. Hours of Learning : 30 Hours

6. Objectives of the course (3-4 bullet points) :

- 1) Improved Mental Health.
- 2) Improved Physical Health.
- 3) Increased self-confidence.
- 4) Improved Balance in life.
- 5) Increased flexibility.
- 6) Improved Coordination.
- 7) Increased strength.
- 8) Improved Endurance.
- 9) Improved Focus.
- 10) Stress Relief.
- 11) Improved self-Defense Skills.
- 12) Improved Physical Postures.
- 13) Increased Mental Awareness.
- 14) Better Concentration power.
- 15) Improved memory power.
- 16) Enhanced social skills.
- 17) Fun Activity for all ages for mind refreshment.
- 18) Develops Leadership skills.
- 19) Builds Resilience.

7. Course outcome (100-150 words) :

Karate instills discipline in practitioners through its rigorous training regimen, emphasizing respect, focus, and perseverance. The journey of mastering karate requires dedication and commitment, teaching individuals to set goals and work tirelessly towards achieving them. By honing physical and mental strength, karate cultivates a resilient mindset, enabling practitioners to overcome obstacles both on and off the mat. Through consistent practice, students develop self-control, patience, and resilience, which are invaluable traits in navigating life's challenges. The discipline instilled by karate not only fosters success within the dojo but also translates into various aspects of life, empowering individuals to achieve their ambitions with determination and grace.

8. Course syllabus : 1. Warm up / Exercise 2. Punch 3. Blocking technique

4. Attacking hand technique 5. Attacking leg technique 6. Hand & leg Both attacking technique

7. Hand & leg Both technique 8. Karate theoretical Classes 9. Self Defence theoretical Classes

10. Self Defence technique 11. Karate Kata (Artificial fighting technique) 12. Karate Kumite (Fighting)

13. Advanced Karate technique 14. Warm down 15. Meditation

9. Course module (topic wise break up of course in hours; separately for theory and practice in table format)

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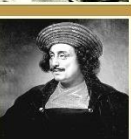





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Addon Course on मूल्यबोध ओ मनीषीचिन्ता, 2019-20

Banner



## काटोया कलेज

काटोया, पूर्व बर्धमान, ७१३१३०.

ॐ संस्कृत विभाग ॐ

Addon Course, 2019-20

॥ मूल्यबोध ओ मनीषी चिन्ता ॥

आयोजक: संस्कृत विभाग, काटोया कलेज।



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Curriculum of the Addon Course on Mulyabodh O Manishi-Chinta (मूल्यबोधओमनीषीचिन्ता), 2019-20

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Duration of the Course: 30 Hours

## Curriculum:

- Concept of actual values.
- An ideal student life.
- Meaning of human life.
- An ideal human life.
- Values in personal and social life.
- Responsibility to our society.
- Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

## Suggested Readings:

- ❖ আদর্শ ছাত্রজীবন, স্বামী স্বগতানন্দ, রামকৃষ্ণ মিশন, গোলপার্ক, কলকাতা।
- ❖ ব্যক্তিত্বের বিকাশ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ পত্রাবলী, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ শিক্ষা প্রসঙ্গ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ জীবন গঠনের পথে, স্বামী জগদাত্মানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ মানবজীবনের সার্থকতা, শ্রী অক্ষয়কুমার বন্দোপাধ্যায়, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ বাংলার বিখ্যাত মুনীষী, তাপস মুখোপাধ্যায়, তুহিনা পাবলিকেশনস্, কলকাতা।
- ❖ মুনীষীদের বক্তৃত্তা, বারিদবরণ ঘোষ, পারুল প্রকাশনী, কলকাতা।
- ❖ মূল্যবোধে ধন্যজীবন, স্বামী জ্ঞানলোকানন্দ, রামকৃষ্ণ মিশন স্বামী বিবেকানন্দস্ এন্সেসট্রাল্ হাউস্ এন্ড কালচারাল্ সেন্টার, কলকাতা।
- ❖ THE VERY BEST OF A P J ABDUL KALAM: THE RIGHTEOUS OF LIFE, A. P. J. Abdul Kalam.
- ❖ My Journey: Transforming Dreams into Actions, A. P. J. Abdul Kalam.
- ❖ Learning How to Fly: Life Lessons for the Youth, A. P. J. Abdul Kalam.
- ❖ এছাড়াও বিষয় উপযোগী নিজের পছন্দের যেকোন বই।

Report on মূল্যবোধ ও মনীষীচিন্তা, 2019-20

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## Report

- Name of the Course: **मूल्याबोधो मनीषीचिन्ता** (Mulyabodh O Manishi Chinta).
- Department offering the course: Department of Sanskrit.
- Date of commencement: **15/11/2019**
- Name of the Coordinator: Prosanta Barman.
- Hours of Learning: 30 Hours
- Objective of the course:
  - Concept of actual values.
  - An ideal student life.
  - Meaning of human life.
  - An ideal human life.
  - Values in personal and social life.
  - Responsibility to our society.
  - Biographies and thoughts of some great men.
- Course outcome:
  - ✓ Students will have the knowledge of actual values.
  - ✓ Students can make himself an ideal human.
  - ✓ They will become more responsible to the society.
  - ✓ They will have the knowledge about some great man.
  - ✓ They will have the knowledge of the Indian culture and society.
  - ✓ They will acquire the skills to face all the problems of life.
  - ✓ All evil thoughts like hatred, greed, anger etc. will be removed from them.
  - ✓ All the virtues of honesty, humility, kindness, service etc. will increase in them.
  - ✓ They will become role models for the entire society.
  - ✓ Etc.
- Course Syllabus:

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- ❖ Concept of actual values.
- ❖ An ideal student life.
- ❖ Meaning of human life.
- ❖ An ideal human life.
- ❖ Values in personal and social life.
- ❖ Responsibility to our society.
- ❖ Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

• **Course Module:**

Topic	Details	Duration
Values	<ul style="list-style-type: none"><li>• Definition of values.</li><li>• The necessity of values.</li><li>• Values and human life.</li></ul>	5 hours
Ethics	<ul style="list-style-type: none"><li>• Definition.</li><li>• Brief History of Ethics.</li><li>• Examples.</li><li>• Application in real life.</li></ul>	5 hours
Life	<ul style="list-style-type: none"><li>• What is actual life.</li><li>• An ideal student life.</li><li>• Personal life &amp; Social life.</li></ul>	5 hours
Responsibility	<ul style="list-style-type: none"><li>• Definition of responsibility.</li><li>• Responsibility to the society.</li></ul>	5 hours
Ideal people	<ul style="list-style-type: none"><li>• Biographies of some great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li></ul>	10 hours

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	<ul style="list-style-type: none"><li>• Thoughts of our great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li><li>• Application of thoughts of our ideal people in our life. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li></ul>	
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- **Number of enrolled students: 1142**
- **Number of course completed students: 938**
- **Evaluation methods:** Viva test.
- **Resource persons:**
  - Prosanta Barman, Assistant Professor, Department of Sanskrit, Katwa College.
  - Dr. Dhruvajyoti Bhattacharjee, SACT-I, Department of Sanskrit, Katwa College.
  - Sabina Yasmin, SACT-I, Department of Sanskrit, Katwa College.

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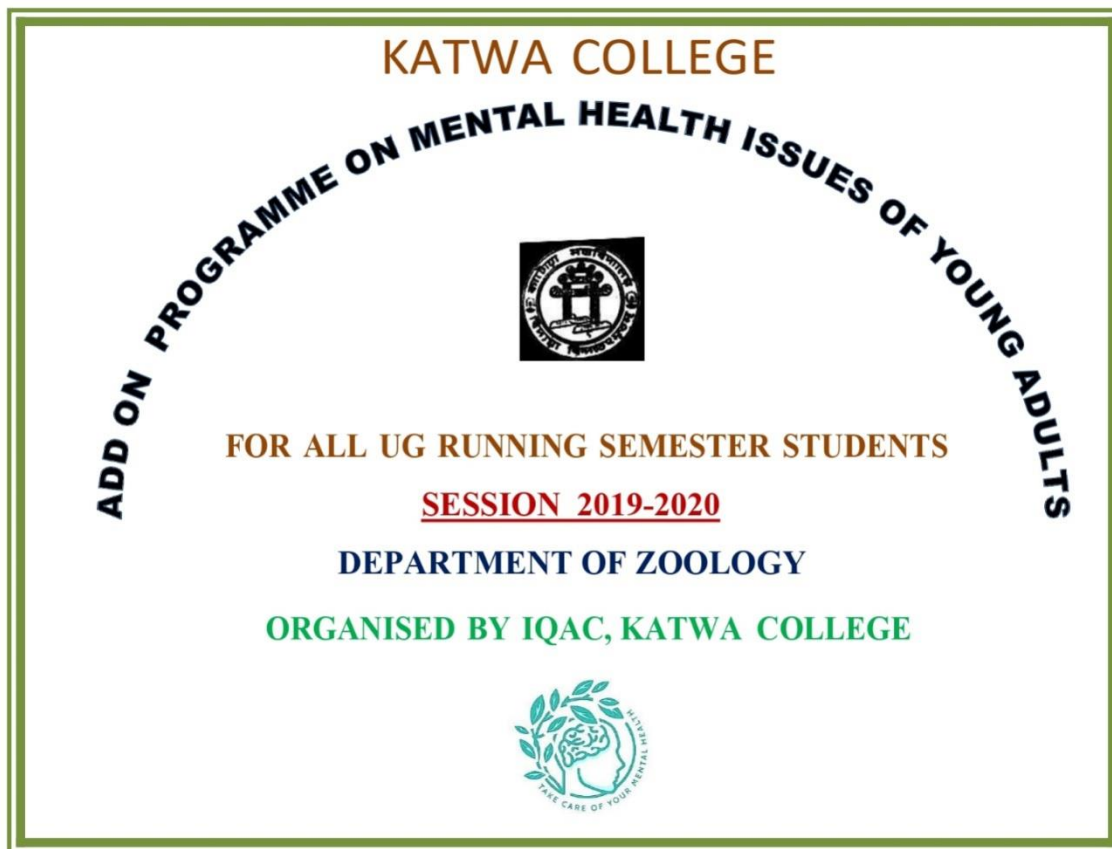
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## Addon Course on Mental Health Issues of Young Adults

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## Curriculum of the add-on course on Mental Health Issues of Young Adults, 2019-20

### Objectives:

To understand Mental health problems

To enhance coping strategies to overcome problems

To manage day to day stress

To demonstrate hands on experience on different Mental health care centres

Eligibility all running students of college including BEd students.

Theory content 20 hours

Practical case study discussion 5 hours

Health Care visit 5 hours Total 30 hours

Total intake 100 students

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## Report on Mental Health Issues of Young Adults, 2019-20

1. Course Name of the course: Add on Course on Mental Health Issues of Young Adults
2. Name of the Department offering the course: Zoology
3. Date of commencement: 15.11.2019
4. Name of the Course Coordinator: Arup Mitra
5. Hours of Learning: 30 Hours
6. Objective of the course:
  - \*To understand Mental Health
  - \*To get knowledge about different types of mental health issues
  - \*To enhance coping strategies to overcome problems
  - \*To manage day to day stress
  - \*To demonstrate hands on experience on different mental health care and stress management centre and cases.

7. Course outcomes: After experience of theory as well as practicum learners

Have generated a sensitization and awareness about mental health particularly among young adults means college and university level students. They can able to understanding about different types of stresses and also can adapting or coping such stresses. After learning this course students know about several adverse effect of substitute abuse like, alcohol, drugs, tobacco etc. They have developed the positive relation ship with family members, friends, work place, future life mate. Students have experienced different types of case who are suffering from mental health problems in a reputed mental health institute during their field visit.

8. Course Syllabus: Total Course Content 30 hours

Theory Content 20

Practical case study discussion 5 hours

Mental Health & Stress management centre visit 5 hours

### Details of Curriculum

#### Theory

1. Definition, Concept & meaning of Mental Health 1 hour
2. Relationship between mental health & physical health 1 hour
3. Young adulthood and mental health issues – psycho social views 2 hours
4. Psychological disorders arising in young adults' hoods 1 hour
5. Deferent types of stress found in particular age goon Stress in carries opportunity 2 hours
6. Neurotic disorders – OCD, panic disorders Anxiety 2 hours

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7. Psychotic disorder- MDPD, Bipolar disorders, Schizophrenia, paranoid thinking  
2 hours
8. Psychological eating disorders Bulimia nervosa, Bulimia Anorexia 1 hour
9. Substance –use disorders- drug tobacco and alcohol addiction & de addiction  
2 hours
10. Help seeking behaviours 1 hour
11. Mental health & virtual world 1 hour
12. Mental Health and life style related diseases 1 hour
13. Coping strategies- for stress management 1 hour
14. Relationship with parents 1 hour
15. Role of counselling in Mental Health Issue 1 hour

## Practicum

1. One case study related with mental health issue 5 hours
2. Visit of any mental health care or stress management centre, like Yoga centre, Music therapy centre, occupational therapy centre 5 hour

Mode of Evaluation Therapy 80 Marks

Practicum (Case study and Field visit participation)

9. Course module (topic wise break up of course in hours, separately for in theory and practical in table format):

Course content	Hour/s	Time
1. Definition, Concept & meaning of Mental Health	1	3.00PM-4.00PM
2. Relationship between mental health & physical health	1	4.00PM-5.00PM
3. Young adulthood and mental health issues – psycho social views	2	3.00PM-5.00PM
4. Psychological disorders arising in young adults' hoods	1	3.00PM-4.00PM
5. Deferent types of stress found in particular age goon Stress in carries opportunity	2	3.00PM-5.00PM
6. Neurotic disorders – OCD, panic disorders Anxiety	2	3.00PM-5.00PM
7. Psychotic disorder- MDPD, Bipolar disorders, Schizophrenia, paranoid thinking	2	3.00PM-5.00PM

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8. Psychological eating disorders Bulimia nervosa, Bulimia Anorexia	1	3.00PM-4.00PM
9. Substance –use disorders- drug tobacco and alcohol addiction & de addiction	2	3.00PM-5.00PM
10. Help seeking behaviours	1	3.00PM-4.00PM
11. Mental health & virtual world	1	3.00PM-4.00PM
12. Mental Health and life style related diseases	1	3.00PM-4.00PM
13. Coping strategies- for stress management	1	10.00AM-11.00AM
14. Relationship with parents	1	11.00AM-12.00 NOON
15. Role of counselling in Mental Health Issue	1	10AM-11.00AM
16. One case study related with mental health issue (Practical)	5	9.00AM-2.00PM
17. Visit of any mental health care or stress management centre, like Yoga centre, Music therapy centre, occupational therapy centre (Practical Field visit)	5	9.00AM-2.00PM
Evaluation through Viva & Group Discussion commenced on 3.5.2024		

10. Number of registered students: 959

11. Evaluation methods of any: Evaluation through Viva & Group Discussion commenced on 3.5.2024

12. Resource Person (only name): ARUP MITRA

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Add on course on Benefit of Basic Yogasana in our Daily Life, 2019-20

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Add on course

***Benefit Of Basic Yogasana In Our Daily Life***  
***For all UG running semester students***

**Session: 2019-20**

**(B.Ed Dept)**

Organized by IQAC, Katwa College



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## Curriculum of the add-on course on Benefit of Basic Yogasana in our Daily Life

### Add on course structure

- Name of the course: Benefit of basic yogsana in our daily life
- Introduction -: "A sound mind in a sound body"
- Necessity for starting this course: Yoga is not a religion; it is a way of living that aims towards a healthy mind in a healthy body.
- Specific Objective: Man is a physical, mental and spiritual being; yoga helps promote a balanced development of all the three.
- Procedure for teaching / applying the course: 15h practical 15h theory
- Duration: 30 hours
- Name/s of the teacher/instructor involve: Tanushree Dutta Roy
- Detailed Curriculum: Theory What is yog? History of yog..Mudra hand mudra & yog mudra
- জলনেতি, ধৌতি Basic pranayama
- Practical বিভিন্ন রোগের বিভিন্ন yog & pranayam এর তালিকা with practice Meditition With diet chart

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## Report on Basic Yogasana in our Daily Life, 2019-20

योगাসন এর একটি অ্যাড অন কোর্স সম্পন্ন হয় 2024 সালে 496 জন ছাত্র ছাত্রী নিয়ে ,যা ছিলো 30 ঘন্টার একটি কোর্স । কাটোয়া কলেজ কর্তৃপক্ষ, প্রিন্সিপাল স্যার এবং IQAC co Ordinator কোর্সটি উদ্বোধন করেন..কোর্সটি চালু হয় মার্চ মাস থেকে এবং আনুষ্ঠানিক ভাবে শেষ হয় 21th জুন যোগ দিবস পালনের মধ্য দিয়ে.। সেদিন একটি পরীক্ষা নেওয়া হয় এবং প্রদর্শনীির মাধ্যমে আমরা কোর্স টি সম্পন্ন করি....প্রায় প্রত্যেকেই এই অনুষ্ঠানে অংশগ্রহণ করেন যার উপস্থিতির হার আমি লিপিবদ্ধ করেছি...

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Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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Addon course on Land Survey, 2019-20

Banner

**KATWA COLLEGE**

**ADD-ON COURSE**

**PROGRAM NAME : -  
LAND SURVEY**

**Organised by  
IQAC, Katwa College**

**FOR  
ALL U.G. RUNNING STUDENTS**

**Session: 2019-20**

Signature of the IQAC Coordinator

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IQAC  
Katwa College

Signature of the Principal

Principal  
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## Curriculum of the add-on course on Land Survey

### Syllabus in details:

1 Objective of land surveys, 2 preliminary principle of land surveys. 3, Name of Government agency conducting land surveys. 4 Definition of cadastral survey. 5 Purpose/aim/use/objective of cadastral survey. 6 Terms related to Cadastral Survey- Quadrilateral, Shikmi line, Partal Line, Goda, Chanda, Dhai, Khaka, Thoka line, Trijunction Pillar, Alamat Khatian, Khanapuri, Bhujarat, J.L Number, RS Map, C.S Map, L.R Map, Parcha. 7 General principles of measurement of an area of regular and irregular boundary i. Using instruments (Acre Comb, Planimeter, Digital Planimeter etc.) ii) Mathematical calculation. (division into squares, the mid-ordinate rule, the average ordinate rule, the trapezoidal rule and Simpson's rule.) 8 Balancing of error in area measurement. (Ground measurement and Sheet measurement)

### Practical Content:

1. Survey of a small area. 2. Finding area of a plot from Mouza map using Acre Comb, Planimeter, and Mathematical relations. 3. Balancing of error in area measurement.

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## Report on Land Survey, 2019-20

### Introduction

Setting out is the process of surveying where the positions and levels of buildings, roads, drainages, sewers, and all other engineering projects already marked on a plan are transferred to the ground by a variety of methods and by specifically manufactured instruments or is the process by which information is taken from construction design drawings and then pegs, profiles or other marks are set to control the construction work and to ensure that each element is constructed in the right position and to the correct level.

Setting out is simply the physical transfer of plan into the ground. Setting out can be complex yet simple. For more accurate transfer some engineers use the service of land surveyors to get their setting out right especially in large projects. Setting out is the process of transferring the plan on paper to the actual ground or site of construction. A building is set out in order to clearly define the outline of the excavation and the line of the walls, so that construction can be carried exactly according to the plan. The centre line method of setting out is generally preferred and adopted.

### Addon Course 2021-22

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## IQAC Meeting Notice

### INTERNAL QUALITY ASSURANCE CELL



KATWA COLLEGE

Katwa – 713130

Tel.: (03453)255049

E- Email: iqackatcoll2009@gmail.com

Website: www.katwacollege.ac.in

### NOTICE

Date: 27.08.2019

A meeting of the Internal Quality Assurance Cell Katwa college will be held on 04. 09. 2019 at 3.00 p.m. in the Principal Chamber to discuss the following agenda:

1. To read and confirm the regulations/ minutes of previous meeting held on 10.07.2019
2. To discuss about work distribution and collection of information from different academic submitted for AQAR submission of the session 2018-19
3. To discuss about organisation of a series of seminar for quality development viz E-Library, & Open Access system, Network Security, career advancement scheme (CAS) etc.
4. To discuss about permission for the start of the Literary Society, Department of English
5. To discuss about Add on Courses to open/ start for the benefit of students
6. Miscellaneous

*Nizamuddin Ali*  
Coordinator/Director 27/08/2019  
Katwa College  
Co-ordinator  
IQAC  
Katwa College  
Katwa, Burdwan

*Markal*  
Principal  
& Chairperson, IQAC  
Katwa College  
*Principal*  
Katwa College  
27/08/19

## IQAC Meeting Resolution

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

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Principal  
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Extract from the proceedings of the meeting of the Internal Quality Assurance Cell held on 04.09.2019 in the Principal Chamber at 3.00 PM

**Item No. – 5:** The Coordinator places the proposal to open add on course for the benefit of students to enhance their all round quality. Mr. Das places a report to the benefits of Add-on Courses and he also said that these courses will be the outside curriculum.

- Enhanced skills and knowledge:** Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise.
- Industry-relevant training:** Add-on courses are often designed in collaboration with industry experts, which ensures that students receive industry-relevant training. This type of training can give graduates an edge in the job market, as employers often look for candidates who have practical experience in their field of study.
- Improved job readiness:** Add-on courses can help students develop important employability skills such as teamwork, communication, and problem-solving. These skills are highly valued by employers, and graduates who have these skills are more likely to be successful in their careers.
- Increased networking opportunities:** Add-on courses can provide students with opportunities to interact with industry experts and professionals, which can help them build their professional network. This can be beneficial when graduates are looking for employment, as they can tap into their network to identify job openings and obtain referrals.
- Higher earning potential:** Graduates who have completed add-on courses may be able to command higher salaries than their peers who have not completed additional training. This is because employers recognize the value of specialized expertise and are willing to pay a premium for it.
- Enhanced Perception:** Add on course can improve perception of you institution's brand because of improved student satisfaction by providing students with opportunities to develop additional skills and knowledge that are relevant to their career goals. This can lead to increased retention rates and positive feedback from students, which can enhance the institution's reputation as a student-centric institution

All the members accept it and Principal said to Coordinator that this proposal will be places in the next Governing Body meeting.

Sd/ Dr. Nijamuddin Ali  
IQAC, Coordinator  
Katwa College

Sd/ Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Attested  
Principal  
Katwa College  
05/07/2024

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Governing Body Meeting Resolution

Extract from the proceedings of the meeting of the Governing Body held on 16.09.2019 in the chamber of the Principal at 12.00 Noon

Item No: 17

(v) The Principal places a proposal received from the IQAC for add-on courses towards quality enhancement from the Academic Session 2019-20. The G.B. approves the proposal of the IQAC placed by the Principal and requests him to take necessary steps in this regard. The Governing Body also advises the Principal to continue these activities in every session for the benefit of the students quality enhancement. The GB approves the fund if required for this purpose.

Sd/ Dr. Nirmalendu Sarkar  
Principal/Secretary  
Katwa College  
Governing Body

Sd/ Soumen Pal, W.B.C.S.(Exe)  
President  
Katwa College  
Governing Body

Attested  
NSKSKR  
04/06/2024

Principal  
Katwa College  
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Add on course started notice 2021-22



KATWA COLLEGE

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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref. No

Date: 04.01.2022

### নোটিশ

কাটোয়া কলেজে 2021 - 2022 শিক্ষাবর্ষে নিম্নলিখিত Add on Course এ ভর্তি চলছে।

এতদ্বারা বর্তমান পাঠরত সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2021 - 2022 শিক্ষাবর্ষে 06 টি Add on Course শুরু হচ্ছে। আগামী 17.01.2022 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে।

Admission Form Available in the Morning Office, Jahar Majhila

Time: 11 - 1 pm (Monday to Friday)

Last date of Admission: 12.01.2022

### Add on Course Training Program - 2021- 2022 Introduced on 17.01.2022

Sl. No	Course Title	Department
1	Leadership	Political Science
2	Communicative English	English
3	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
4	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
5	Mental Health issues of Young Adults	Zoology
6	Benefit of Basic Yogasana in our Daily Life	B. Ed



Principal  
Katwa College  
04/01/2022

IQAC, Coordinator  
Katwa College

Phone: (03453) 255 049, E-mail: katcoll2009@gmail.com, Website: www.katwacollege.ac.in

Principal  
Katwa College

Coordinator  
IQAC  
Katwa College

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Coordinator  
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Signature of the Principal

Principal  
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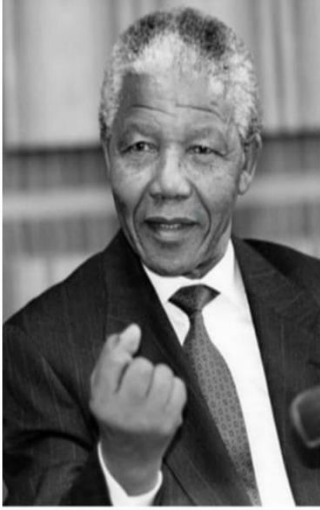
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## Addon Course on Leadership 2021-22

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## ADD ON COURSE LEADERSHIP



Katwa College

"THE LONE WOLF DIES, BUT THE PACK SURVIVES"  
Be a Leader in this world of Individualists

Department of Political Science

Session: 2021-22

Organised by IQAC, Katwa College



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## Curriculum of the add-on course 'Leadership', 2021-22

### Unit I: Introduction to Leadership

What is leadership, definition, meaning, significance, characteristics.

### Unit-II: Leadership Development

Qualities of a good leader, how to lead your team skilfully, traits, styles, skills, behaviours, addressing ethics in leadership.

### Unit-III: Leadership in Different Spheres

Leadership in sports, enterprise, social sphere, political sphere, NGO

### Unit IV: Leadership Theories

#### Chapter-V: Women in Leadership

Meaning, women's unique leadership traits, women and leadership, barriers for Women in leadership positions, global Scenario vs Indian scenario.

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## Report on Leadership, 2021-22

12. Name of the course: Leadership

13. Department offering this course: Department of Political Science

14. Date of commencement: 17.01.2022

15. Name of the Course coordinator: Syeb Abul Kadar

16. Hours of Learning: 30 hrs

17. Objectives of the course:

- a. Understand the foundational theories and models of leadership, including trait, behavioural, situational, and transformational theories.
- b. Develop self-awareness and recognize personal leadership strengths and areas for growth through reflection and assessment.
- c. Cultivate effective communication skills essential for building relationships, influencing others, and fostering collaboration within teams and organizations.
- d. Explore ethical considerations and values-based decision-making in leadership roles, emphasizing integrity, transparency, and social responsibility.
- e. Analyse case studies and real-world examples to evaluate successful leadership practices and challenges across various industries and contexts.
- f. Enhance strategic thinking and problem-solving abilities to navigate complex challenges and lead change initiatives effectively.
- g. Develop leadership resilience and adaptive capacity to thrive in dynamic and uncertain environments.
- h. Engage in experiential learning opportunities such as simulations, group projects, and leadership development activities to apply theoretical concepts in practical settings.

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i. Foster inclusive leadership practices that promote diversity, equity, and inclusion, and understand the importance of cultural competence in global leadership contexts.

j. Prepare for future leadership roles by creating a personal leadership development plan focused on continuous growth and learning.

18. Course outcome :

- Students demonstrated understanding of leadership theories and applied them to real-world scenarios.
- Improved self-awareness and identification of personal leadership strengths and areas for growth.
- Enhanced communication skills for effective relationship building and collaboration.
- Exploration of ethical leadership principles and values-based decision-making. Development of strategic thinking and problem-solving abilities.
- Emphasis on inclusive leadership practices and cultural competence.
- Cultivation of leadership resilience and adaptability in dynamic environments.
- Creation of personal leadership development plans for ongoing growth and learning.

Overall, students showed significant growth in leadership competencies, preparing them for future roles in academia, professional fields, and personal endeavours.

19. Course syllabus and Module:

Serial number	Topics	Total number of classes
1	Unit I: Introduction to Leadership What is leadership, definition, meaning, significance, characteristics.	6
2	Unit-II: Leadership Development	6

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	Qualities of a good leader, how to lead your team skilfully, traits, styles, skills, behaviours, addressing ethics in leadership.	
3	Unit-III : Leadership in Different Spheres Leadership in sports, enterprise, social sphere, political sphere, NGO	6
4	Unit IV: Leadership Theories Great Man theory, Contingency theory, Behavioural theory, Trait theory, Transformational leadership, Transactional leadership	6
5	Chapter-V : Women in Leadership Meaning, women's unique leadership traits, women and leadership, barriers for Women in leadership positions, global Scenario vs Indian scenario	6

20. Number of registered Students: 449

21. Evaluation methods if any: MCQ pattern examination

22. Resource persons: NA

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## Addon Course on Communicative English, 2021-22

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ADD ON COURSE  
ON  
COMMUNICATIVE  
ENGLISH

FOR ALL UG  
RUNNING SEMESTER  
STUDENTS

SESSION - 2021-22

ENGLISH DEPARTMENT  
ORGANIZED BY IQAC, KATWA  
COLLEGE

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## Curriculum of the add-on course 'Communicative English', 2021-22

### ADD ON COURSE STRUCTURE

#### 11. NAME OF THE COURSE: COMMUNICATIVE ENGLISH

12. INTRODUCTION/NECESSITY FOR STARTING THIS COURSE: To orient the learners towards basic usage of English Language as an effective means of communication

13. SPECIFIC OBJECTIVE: To polish the four skills of language learning namely listening speaking reading and writing.

14. TARGET / ELIGIBILITY: Undergraduate running students (all Departments)

15. INTAKE CAPACITY: Between 20 to 25

16. PROCEDURE FOR TEACHING/APPLYING THE COURSE: Classroom Facilitating, Pair/Group presentations, Peer learning.

17. DURATION: 30 Hours

18. NAME OF THE TEACHER / INSTRUCTOR INVOLVED: Indrani Ray

19. NAME OF THE COORDINATOR: Indrani Ray

20. DETAILED CURRICULUM:

#### Communication

**UNIT-I:** Communication: Meaning, Nature, Importance and Function of Communication, Types of Communication, Channels of Communication, Communication Network in an Organisation, Principles for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Communication Techniques.

#### Listening and Speaking Skills

**UNIT-II:** The Process of Listening, Barriers to Listening, Types of Listening, Skills necessary for listening, Benefits of Effective Listening.

**UNIT-III:** Articulation of Speech Sounds, Syllable, Consonant Clusters, Stress, Strong and Weak Forms, Intonation, Connected Speech – Assimilation and Elision, Spelling and Pronunciation. Problems of Indian speakers of English and their remedial measures.

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**UNIT-IV:** Conversational Skills – Greeting and Introducing, Leave taking, Asking Questions and Giving Replies, Inviting Friends and Colleagues, Negotiating, Persuading, Taking Initiatives, Praising and Complementing People, Expressing sympathy, Seeking and Giving Permission, Complaining and Apologising, Making Announcement/Public Addressing, Telephoning etc.

**UNIT-V:** Presentation Skills, Public Speaking, Interviews, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

### Reading and Writing Skills

**UNIT-VI:** Reading Skills: Purpose, Process, Methodologies, and Strategy; Special Reading Situations – Skimming and Scanning, Critical Reading, Drawing Inferences, Reading Technical Reports, etc.

**UNIT-VII:** Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Paragraph, Description, Summary and Abstract, Agenda, Minutes, Notices, Circulars, Memo, Advertisements, Report Writing, Curriculum vitae, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business.

**UNIT-VIII:** Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words, Idioms and Phrases.

**UNIT-IX:** Important Aspects of English Grammar and Usage: Sentence – Components, Types and Patterns, Major Word Classes, Verbs, Tense, Concord, Question-tags, Infinitive and Gerund, Passive, Conditionals, Discourse Organizers.

### Mode of Examination:

**Total Marks:** 200

**Final Written :** 150 marks (Communicative English: 100 + Soft Skill: 50)

**Final Practical:** 50 marks (Listening: 25 + Speaking: 25)

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**Total : 200 MARKS**

**OUTCOME: BY THE END OF THE COURSE LEARNERS WOULD BE ABLE TO APPLY THE STRATEGIES OF COMMUNICATION USED IN PROFESSIONAL AND SOCIAL DOMAIN.**

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## Report on Communicative English, 2021-22

Name of the course - Communicative English

2. Department offering this course- English

3. Date of commencement- 17.01.2022

4. Name of the Course coordinator- Indrani Ray

5. Hours of Learning - 30 hours

6. Objectives of the course (3-4 bullet points)

1. Sensitize learners on Communication as an integral skill for survival.
2. Using English Language for communication in the official realm
3. Sensitize learners on the four skills of language usage - Listening Speaking Reading and Writing.
4. To understand the immediate importance of fluency and move towards accuracy .

7. Course outcome (100-150 words)

By the end of the mentioned course, students must be able to use and monitor some basic communication strategies used for verbal and written mode. Through classroom task-based activities that simulate real life situations learners would be aware of how language is used in society.

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**Add on Course on An Introduction to the Advance Self-Empowerment, 2021-22**

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KATWA COLLEGE

ADD ON COURSE

AN INTRODUCTION TO THE ADVANCE SELF EMPOWERMENT.

For  
ALL U.G. RUNNING SEMESTER STUDENTS  
SESSION 2021-2022  
ORGANISED BY

KATWA COLLEGE IQAC  
AND MORNING SECTION

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### Curriculum of the add-on course on An Introduction to the Advanced Self-Empowerment Skills, 2021-22

9. Name of the course: **An Introduction to the Advanced Self-Empowerment Skills**
10. Introduction /Necessity for starting this course: Being a college situated at a suburban place, Katwa College attracts a massive number of students. This course will make students aware of laws and policies of the government. It will provide them an opportunity to self-improve themselves under the right mentor-ship.
11. Specific Objective: Making students aware of the laws and policies of both of the state and central governments.
12. Target/eligibility: Taking admission in the UG programmes of Katwa College
13. Intake capacity: (optional)
14. Procedure for teaching / applying the course:
15. Duration: 30 hours
16. Name/s of the teacher / instructor involve: Biswajit Mondal, Chitrita Mondal,  
Madhumita Ghosh

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Coordinator  
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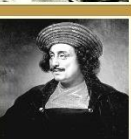





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Addon Course on मूल्यबोध ओ मनीषीचिन्ता, 2021-22


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काटोया कलेज  
काटोया, पूरुव बर्धमान, ११३१३०.  
ॐ संस्कृत विभाग ॐ  
Addon Course, 2021-22

॥ मूल्यबोध ओ मनीषी चिन्ता ॥

आयोजक: संस्कृत विभाग, काटोया कलेज।



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Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College





# KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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## Curriculum of the Addon Course on Mulyabodh O Manishi-Chinta (মূল্যবোধ ও মনীষীচিন্তা), 2021-22

Duration of the Course: 30 Hours

### Curriculum:

- Concept of actual values.
- An ideal student life.
- Meaning of human life.
- An ideal human life.
- Values in personal and social life.
- Responsibility to our society.
- Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

### Suggested Readings:

- ❖ আদর্শ ছাত্রজীবন, স্বামী স্বগতানন্দ, রামকৃষ্ণ মিশন, গোলপার্ক, কলকাতা।
- ❖ ব্যক্তিত্বের বিকাশ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ পত্রাবলী, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ শিক্ষা প্রসঙ্গ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ জীবন গঠনের পথে, স্বামী জগদাত্মানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ মানবজীবনের সার্থকতা, শ্রী অক্ষয়কুমার বন্দোপাধ্যায়, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ বাংলার বিখ্যাত মনীষী, তাপস মুখোপাধ্যায়, তুহিনা পাবলিকেশনস্, কলকাতা।
- ❖ মনীষীদের বক্তৃতা, বারিদবরণ ঘোষ, পারুল প্রকাশনী, কলকাতা।
- ❖ মূল্যবোধে ধন্যজীবন, স্বামী জ্ঞানলোকানন্দ, রামকৃষ্ণ মিশন স্বামী বিবেকানন্দস্ এন্সেসট্রাল্ হাউস্ এন্ড কালচারাল্ সেন্টার, কলকাতা।
- ❖ THE VERY BEST OF A P J ABDUL KALAM: THE RIGHTeous OF LIFE, A. P. J. Abdul Kalam.
- ❖ My Journey: Transforming Dreams into Actions, A. P. J. Abdul Kalam.
- ❖ Learning How to Fly: Life Lessons for the Youth, A. P. J. Abdul Kalam.
- ❖ এছাড়াও বিষয় উপযোগী নিজের পছন্দের যেকোন বই।

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Report on मूल्यबोध ओ मनीषीचिन्ता, 2021-22

### Report

- **Name of the Course:** मूल्यबोध ओ मनीषीचिन्ता (Mulyabodh O Manishi Chinta).
- **Department offering the course:** Department of Sanskrit.
- **Date of commencement:** 17/01/2022
- **Name of the Coordinator:** Prosanta Barman.
- **Hours of Learning:** 30 Hours
- **Objective of the course:**
  - Concept of actual values.
  - An ideal student life.
  - Meaning of human life.
  - An ideal human life.
  - Values in personal and social life.
  - Responsibility to our society.
  - Biographies and thoughts of some great men.
- **Course outcome:**
  - ✓ Students will have the knowledge of actual values.
  - ✓ Students can make himself an ideal human.
  - ✓ They will become more responsible to the society.
  - ✓ They will have the knowledge about some great man.
  - ✓ They will have the knowledge of the Indian culture and society.
  - ✓ They will acquire the skills to face all the problems of life.
  - ✓ All evil thoughts like hatred, greed, anger etc. will be removed from them.
  - ✓ All the virtues of honesty, humility, kindness, service etc. will increase in them.
  - ✓ They will become role models for the entire society.
  - ✓ Etc.

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



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## • Course Syllabus:

- ❖ Concept of actual values.
- ❖ An ideal student life.
- ❖ Meaning of human life.
- ❖ An ideal human life.
- ❖ Values in personal and social life.
- ❖ Responsibility to our society.
- ❖ Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

## • Course Module:

Topic	Details	Duration
Values	<ul style="list-style-type: none"><li>• Definition of values.</li><li>• The necessity of values.</li><li>• Values and human life.</li></ul>	5 hours
Ethics	<ul style="list-style-type: none"><li>• Definition.</li><li>• Brief History of Ethics.</li><li>• Examples.</li><li>• Application in real life.</li></ul>	5 hours
Life	<ul style="list-style-type: none"><li>• What is actual life.</li><li>• An ideal student life.</li><li>• Personal life &amp; Social life.</li></ul>	5 hours
Responsibility	<ul style="list-style-type: none"><li>• Definition of responsibility.</li><li>• Responsibility to the society.</li></ul>	5 hours
Ideal people	<ul style="list-style-type: none"><li>• Biographies of some great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose,</li></ul>	10 hours

Signature of the IQAC Coordinator

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	<p>Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</p> <ul style="list-style-type: none"><li>• Thoughts of our great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li><li>• Application of thoughts of our ideal people in our life. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li></ul>	
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- **Number of enrolled students: 978**
- **Number of course completed students: 924**
- **Evaluation methods:** Viva test.
- **Resource persons:**
  - Prosanta Barman, Assistant Professor, Department of Sanskrit, Katwa College.
  - Dr. Dhruvajyoti Bhattacharjee, SACT-I, Department of Sanskrit, Katwa College.
  - Sabina Yasmin, SACT-I, Department of Sanskrit, Katwa College.

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

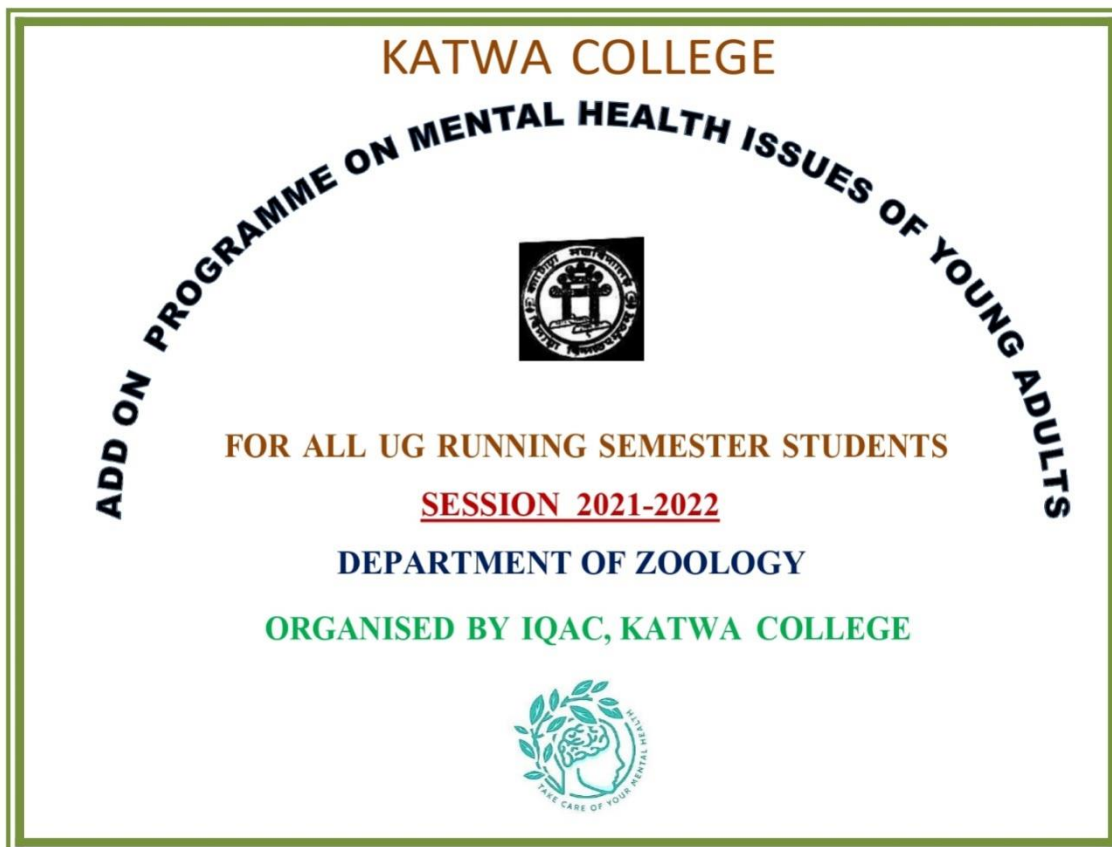
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Addon Course on Mental Health Issues of Young Adults, 2021-22

Banner



Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Curriculum of the add-on course on Mental Health Issues of Young Adults, 2021-22

### Objectives:

To understand Mental health problems

To enhance coping strategies to overcome problems

To manage day to day stress

To demonstrate hands on experience on different Mental health care centres

Eligibility all running students of college including BEd students.

Theory content 20 hours

Practical case study discussion 5 hours

Health Care visit 5 hours Total 30 hours

Total intake 100 students

Signature of the IQAC Coordinator

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Katwa College

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Add on course on Benefit of Basic Yogasana in our Daily Life, 2021-22

## Banner

**KATWA COLLEGE**



Add on course


**Benefit Of Basic Yogasana In Our Daily Life**

**For all UG running semester students**

**Session: 2021-22**

**(B.Ed Dept)**

Organized by IQAC, Katwa College



Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



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## Curriculum of the add-on course on Benefit of Basic Yogasana in our Daily Life, 2021-22

### Add on course structure

- Name of the course: Benefit of basic yogsana in our daily life
- Introduction -: "A sound mind in a sound body"
- Necessity for starting this course: Yoga is not a religion; it is a way of living that aims towards a healthy mind in a healthy body.
- Specific Objective: Man is a physical, mental and spiritual being; yoga helps promote a balanced development of all the three.
- Procedure for teaching / applying the course: 15h practical 15h theory
- Duration: 30 hours
- Name/s of the teacher/instructor involve: Tanushree Dutta Roy
- Detailed Curriculum: Theory What is yog? History of yog..Mudra hand mudra & yog mudra
- জলনেতি, ধৌতি Basic pranayama
- Practical বিভিন্ন রোগের বিভিন্ন yog & pranayam এর তালিকা with practice Meditation With diet chart

Signature of the IQAC Coordinator

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IQAC  
Katwa College

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## Report on Benefit of basic yogasana in our daily life, 2021-22

योगাসন এর একটি অ্যাড অন কোর্স সম্পন্ন হয় 2024 সালে 1173 জন ছাত্র ছাত্রী নিয়ে, যা ছিলো 30 ঘণ্টার একটি কোর্স। কাটোয়া কলেজ কর্তৃপক্ষ, প্রিন্সিপাল স্যার এবং IQAC coordinator কোর্সটি উদ্বোধন করেন। কোর্সটি চালু হয় মার্চ মাস থেকে এবং আনুষ্ঠানিক ভাবে শেষ হয় 21th জুন যোগ দিবস পালনের মধ্য দিয়ে। সেদিন একটি পরীক্ষা নেওয়া হয় এবং প্রদর্শনীর মাধ্যমে আমরা কোর্সটি সম্পন্ন করি। প্রায় প্রত্যেকেই এই অনুষ্ঠানে অংশগ্রহণ করেন যার উপস্থিতির হার আমি লিপিবদ্ধ করেছি।

Signature of the IQAC Coordinator

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IQAC  
Katwa College

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Principal  
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## Addon Course 2022-23

## IQAC Meeting Notice

### INTERNAL QUALITY ASSURANCE CELL



KATWA COLLEGE

Katwa - 713130

Tel.: (03453)255049

E- Email: iqackatcoll2009@gmail.com

Website: www.katwacollege.ac.in

### NOTICE

Date: 27.08.2019

A meeting of the Internal Quality Assurance Cell Katwa college will be held on **04. 09. 2019** at 3.00 p.m. in the Principal Chamber to discuss the following agenda:

1. To read and confirm the regulations/ minutes of previous meeting held on 10.07.2019
2. To discuss about work distribution and collection of information from different academic submitted for AQAR submission of the session 2018-19
3. To discuss about organisation of a series of seminar for quality development viz E-Library, & Open Access system, Network Security, career advancement scheme (CAS) etc.
4. To discuss about permission for the start of the Literary Society, Department of English
5. To discuss about Add on Courses to open/ start for the benefit of students
6. Miscellaneous

*Nizamuddin Ali*  
Coordinator/Director 27/08/2019  
Katwa College

*Co-ordinator*  
**IQAC**  
Katwa College  
Katwa, Burdwan

*Principal*  
Principal  
& Chairperson, IQAC  
Katwa College

*Principal*  
Principal  
Katwa College  
27/08/19

### IQAC Meeting Resolution

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



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Extract from the proceedings of the meeting of the Internal Quality Assurance Cell held on 04.09.2019 in the Principal Chamber at 3.00 PM

Item No. – 5: The Coordinator places the proposal to open add on course for the benefit of students to enhance their all round quality. Mr. Das places a report to the benefits of Add-on Courses and he also said that these courses will be the outside curriculum.

- Enhanced skills and knowledge:** Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise.
- Industry-relevant training:** Add-on courses are often designed in collaboration with industry experts, which ensures that students receive industry-relevant training. This type of training can give graduates an edge in the job market, as employers often look for candidates who have practical experience in their field of study.
- Improved job readiness:** Add-on courses can help students develop important employability skills such as teamwork, communication, and problem-solving. These skills are highly valued by employers, and graduates who have these skills are more likely to be successful in their careers.
- Increased networking opportunities:** Add-on courses can provide students with opportunities to interact with industry experts and professionals, which can help them build their professional network. This can be beneficial when graduates are looking for employment, as they can tap into their network to identify job openings and obtain referrals.
- Higher earning potential:** Graduates who have completed add-on courses may be able to command higher salaries than their peers who have not completed additional training. This is because employers recognize the value of specialized expertise and are willing to pay a premium for it.
- Enhanced Perception:** Add on course can improve perception of you institution's brand because of improved student satisfaction by providing students with opportunities to develop additional skills and knowledge that are relevant to their career goals. This can lead to increased retention rates and positive feedback from students, which can enhance the institution's reputation as a student-centric institution

All the members accept it and Principal said to Coordinator that this proposal will be places in the next Governing Body meeting.

Sd/ Dr. Nijamuddin Ali  
IQAC, Coordinator  
Katwa College

Sd/ Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Attested  
Principal  
Katwa College  
05/07/2024

## Governing Body Meeting Resolution

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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Extract from the proceedings of the meeting of the Governing Body held on 16.09.2019 in the chamber of the Principal at 12.00 Noon

Item No: 17

(v) The Principal places a proposal received from the IQAC for add-on courses towards quality enhancement from the Academic Session 2019-20. The G.B. approves the proposal of the IQAC placed by the Principal and requests him to take necessary steps in this regard. The Governing Body also advises the Principal to continue these activities in every session for the benefit of the students quality enhancement. The GB approves the fund if required for this purpose.

Sd/ Dr. Nirmalendu Sarkar  
Principal/Secretary  
Katwa College  
Governing Body

Sd/ Soumen Pal, W.B.C.S.(Exe)  
President  
Katwa College  
Governing Body

Attested  
NSR  
04/08/2024

Principal  
Katwa College  
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Addon course started notice 2022-23

 **KATWA COLLEGE**  
(Affiliated to the University of Burdwan)  
P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India  
Ref. No \_\_\_\_\_ Date: 20.12.2022

### নোটিশ

কাটোয়া কলেজে 2022 - 2023 শিক্ষাবর্ষে নিম্নলিখিত Add on Course এ ভর্তি চলছে।

এতদ্বারা বর্তমান পাঠ্যক্রম সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2022 - 2023 শিক্ষাবর্ষে 09 টি Add on Course শুরু হচ্ছে। আগামী 09.01.2023 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে।

Admission Form Available in the Morning Office, Jahar Majhila

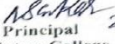
Time: 11 - 2 pm (Monday to Friday)  
Last date of Admission: 06.01.2023

The Courses are:

### Add on Course Training Program - 2022- 2023 Introduced on 09.01.2023

Sl. No	Course Title	Department
1	Basic Computer Training	IQAC
2	Basic Music	B. Ed
3	Communicative English	English
4	Computerized Accounting & Taxation	Commerce
5	Karate & Self- defence .	NCC & IQAC
6	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
7	মূল্যবোধ ও মনীষী চিন্তা	Sanskrit
8	Mental Health issues of Young Adults	Zoology
9	Applied English Grammar and Comprehension for Competitive Examination	English



  
Principal  
Katwa College  
Phone: (03453) 255 049, E-mail: katcoll2009@gmail.com, Website: www.katwacollege.ac.in

  
IQAC, Coordinator  
Katwa College  
www.katwacollege.ac.in  
IQAC  
Katwa College

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

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## Addon Course on Basic Computer- 2022-23

### Banner

The banner features a blue background with a yellow sunburst graphic on the right. On the left, there is a circular logo of Katwa College. The text is as follows:

**KATWA COLLEGE**

**ADD-ON COURSE**

**Program Name : Basic Computer Training.**

**Organised by IQAC , Katwa College**

**FOR ALL U.G. RUNNING STUDENTS**

Session: 2022-23

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
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Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

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## Report on Basic Computer, 2022-23

### Katwa College

Katwa, Purba Bardhaman  
WB - 713130



Add-on course  
Basic Computer Training

1. Name of the Course : Basic Computer Training
2. Department offering the Course : Internal quality Assurance Cell, Katwa College
3. Date of Commencement : 09.01.2023
4. Name of the Course Coordinator/s : 1. Mr. Suraj Sarkar, 2. Ms. Tania Chatterjee
5. Hours of Learning : 35 Hrs. (Th. – 10 Hrs., Pr. – 20 Hrs., Tutorial – 5 Hrs.)
6. Objective of the Course :
  - ❖ Acquire confidence in using computer techniques available to users
  - ❖ Recognize the basic components of computers and terminology
  - ❖ Understand data, information and file management
  - ❖ Create documents using Word processor, Spreadsheet & Presentation Software
  - ❖ Understand computer networks, Internet
  - ❖ Browse the internet, content search, email and collaborate with peers
  - ❖ Use computer to improve existing skills and learn new skills.

#### 7. Course Outcome :

The course is designed to aim at imparting a basic level appreciation programme for the common students who have just entering in digital education. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common student to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology. Moreover this add-on course helps to improve specific soft skill and also improve career options among the students. It will give them more opportunities in the job market after completion of the add-on course.

The module on financial literacy will enable the individuals to understand the various financial services and be aware and enjoy the various online schemes of relevant government.

#### 8. Course Syllabus :

##### 1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
  - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
  - 1.3.1 Central Processing Unit
  - 1.3.2 Keyboard, mouse and VDU
  - 1.3.3 Other Input devices
  - 1.3.4 Other Output devices
  - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software

Page 2

Katwa College ; Basic Computer Training  
Add-On Course

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Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
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Add-on course  
Basic Computer Training

- 1.4.1 Hardware
- 1.4.2 Software
  - 1.4.2.1 Application Software
  - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
  - 1.6.1 e-governance
  - 1.6.2 Entertainment
- 1.7 Bringing computer to life
  - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.7.2 Checking power supply

### 2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
  - 2.2.1 Operating system
  - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
  - 2.3.1 Task Bar
  - 2.3.2 Icons
  - 2.3.3 Menu
  - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
  - 2.4.1 Changing System Date And Time
  - 2.4.2 Changing Display Properties
  - 2.4.3 To Add Or Remove A Windows Component
  - 2.4.4 Changing Mouse Properties
  - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
  - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities

### 3. UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
  - 3.2.1 Opening Word Processing Package
  - 3.2.2 Menu Bar
  - 3.2.3 Using The Help
  - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
  - 3.3.1 Opening Documents
  - 3.3.2 Save and Save as
  - 3.3.3 Page Setup
  - 3.3.4 Print Preview

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Basic Computer Training

- 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
  - 3.4.1 Document Creation
  - 3.4.2 Editing Text
  - 3.4.3 Text Selection
  - 3.4.4 Cut, Copy and Paste
  - 3.4.5 Spell check
  - 3.4.6 Thesaurus
- 3.5 Formatting the Text
  - 3.5.1 Font and Size selection
  - 3.5.2 Alignment of Text
  - 3.5.3 Paragraph Indenting
  - 3.5.4 Bullets and Numbering
  - 3.5.5 Changing case
- 3.6 Table Manipulation
  - 3.6.1 Draw Table
  - 3.6.2 Changing cell width and height
  - 3.6.3 Alignment of Text in cell
  - 3.6.4 Delete / Insertion of row and column
  - 3.6.5 Border and shading

## 4. USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
  - 4.2.1 Opening of Spread Sheet
  - 4.2.2 Addressing of Cells
  - 4.2.3 Printing of Spread Sheet
  - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
  - 4.3.1 Entering Text, Numbers and Dates
  - 4.3.2 Creating Text, Number and Date Series
  - 4.3.3 Editing Worksheet Data
  - 4.3.4 Inserting and Deleting Rows, Column
  - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
  - 4.4.1 Using Formulas
  - 4.4.2 Function
- 4.5 Summary
- 4.6 Model question & answers

## 5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks

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Add-on course  
Basic Computer Training

- 5.2.1 Local Area Network (LAN)
- 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
  - 5.3.1 Concept of Internet
  - 5.3.2 Applications of Internet
  - 5.3.3 Connecting to the Internet
  - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
  - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
  - 5.6.1 Popular Search Engines / Search for content
  - 5.6.2 Accessing Web Browser
  - 5.6.3 Using Favorites Folder
  - 5.6.4 Downloading Web Pages
  - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
  - 5.8.1 Using e-governance website

## 6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
  - 6.2.1 What is an Electronic Mail
  - 6.2.2 Email Addressing
- 6.3 Using E-mails
  - 6.3.1 Opening Email account
  - 6.3.2 Mailbox: Inbox and Outbox
  - 6.3.3 Creating and Sending a new E-mail
  - 6.3.4 Replying to an E-mail message
  - 6.3.5 Forwarding an E-mail message
  - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
  - 6.5.1 Using Instant messaging
  - 6.5.2 Instant messaging providers
  - 6.5.3 Netiquettes

## 7. MAKING SMALL PRESENTATIONS

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
  - 7.2.1 Using PowerPoint
  - 7.2.2 Opening A PowerPoint Presentation
  - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation

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Add-on course  
Basic Computer Training

- 7.3.1 Creating a Presentation Using a Template
- 7.3.2 Creating a Blank Presentation
- 7.3.3 Entering and Editing Text
- 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
  - 7.4.1 Inserting Word Table or An Excel Worksheet
  - 7.4.2 Adding Clip Art Pictures
  - 7.4.3 Inserting Other Objects
  - 7.4.4 Resizing and Scaling an Object
- 7.5 Presentation of Slides
  - 7.5.1 Viewing A Presentation
  - 7.5.2 Choosing a Set Up for Presentation
  - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
  - 7.6.1 Running a Slide Show
  - 7.6.2 Transition and Slide Timings
  - 7.6.3 Automating a Slide Show

### 9. Course Module (Topic wise break up of classes) :

Sl. No.	Chapter	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System	2	4
3.	Understanding Word Processing	2	4
4.	Using Spread Sheet	1	4
5.	Introduction to Internet, WWW and web browsers	2	3
6.	Communications and Collaboration	1	2
7.	Making small presentation	1	2
8.	Tutorial	2	3
	<b>Total Hours</b>	<b>12</b>	<b>23</b>

10. Number of registered Students : 576

11. Evaluation Method (if any) : Yes, Viva-Voice

(Mr. Utpal Das)  
IQAC Coordinator  
Katwa College

(Mr. Suraj Sarkar)  
Joint Course Coordinator  
Basic Computer Training  
(Add-on Course, 2023-24)  
Katwa College.

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**Katwa College**  
Katwa, Purba Bardhaman  
WB - 713130



**Add-on course**  
**Basic Computer Training**

**KATWA COLLEGE**  
**Add-On Course**  
**Basic Computer Training**

**Programme Schedule (Weekly)**  
**(Gr.-A)**

Date : 29.02.2024

Day	Time	
	03.00 PM – 04.00 PM	04.00 PM – 05.00 PM
Monday	TC (Th.)	TC (Th. / Pr.)
Tuesday	SS (Th.)	SS (Th. / Pr.)
Wednesday	SS (Pr.)	SS (Pr./Tutorial)
Friday	TC (Pr.)	TC (Pr./Tutorial)

SS – Mr. Suraj Sarkar ; TC – Ms. Tania Chatterjee.

Total Theory classes – 2/4 per week  
Total Practical Classes – 4/6 per week  
Total Tutorial Classes – 0/2 per week  
Total class (Th.+Pr.) – 08 hour per week

(Mr. Utpal Das)  
IQAC Co-ordinator  
Katwa College

(Mr. Suraj Sarkar)  
Joint Course Coordinator  
Basic Computer Training  
Add-On Course

(Dr. Nirmalendu Sarkar)  
Principal  
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## Add-on Course on Basic Music, 2022-23

### Banner

**KATWA COLLEGE**

**ADD-ON COURSE**

FOR  
U.G. RUNNING STUDENTS

Organised by  
IQAC, Katwa College  
CONTACT : 7001722941

*Basic Music.*

Session: 2022-23

Signature of the IQAC Coordinator

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IQAC  
Katwa College

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## Curriculum of the add-on course on basic music, 2022-23

### OBJECTIVE

Now a days, music has become indispensable in any educational institute. None can do its immense signification in our teaching learning process. Along with education it has also enriched our society and each and every individual. In this regard students seemed to be greatly benefited by this music course of six months.

#### Duration :

30 hours (Theory – 08 hours & Practical – 22 hours)

### Theory – 08 hours

#### Unit -1

Definition of the following :

Sangeet, Raga, Aroha, Avroha, Paked, Vadi, Samavady, Dhvani, Nada, Shruti, Swar, Saptak, Alankar, That, Jati.  
..... Two (02) hours

#### Unit – 2

Definition of the following :

Sam, Tali, Khali, Laya, Tala, Matra, Vibhag, Avartan. .... One (01) hour

#### Unit – 3

Notation System of Pt. V.N.Bhatkhande, Akarmatric Swaralapi . .... One (01) hour

#### Unit – 4

Two alankaras set to all prescribed Ragas & Talas ..... Two (02) hours

#### Unit – 5

One swarmalika and one lakhangeet in each of the prescribed ragas ..... Two (02) hours

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## Practical – 22 hours

### Unit -1

Knowledge of following ragas (drutkhyal)

Bilabal, Imon, Kafi, Bhupali, Bhairav..... Twelve (12) hours

### Unit -2

Rabindrasangeet (Knowledge of five songs- Swadesh, Puja & Pream Parjoy..... Three (03) hours

### Unit – 3

Nazrulgeeti (Two songs). ..... Two (02) hours

### Unit – 4

Folk Song (One)

Devotional Song (One)

Atul Prosad (One)..... Two (02) hours

### Unit – 5

Knowledge of Tala

Teentala , ektala, Chautala..... One (01) hour

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## Report on Basic Music, 2022-23

Name of the Course: Basic Music

Department offering this course: B.Ed.

Date of Commencement: 09.01.2023

Name of the Course Co-coordinator: Billamangal Mukherjee

Hours Of Learning: 30 Hours

Objectives of the Course: Now a day's music has becoming indispensable in any educational institute.

None can do its immense signification in our teaching learning process. Along with education it has also enriched our society and each and every individual. In this regard students seemed to be greatly benefitted by this music course of thirty hours class.

Number of register students: 113

Report of the Course: Music is not only a thing of entertainment but also a potion which makes us congenial both physically and mentally. In this respect, the basic music course which has been completed satisfactorily is really applicable. The active participation of the teacher and the taught is the outcome of this course. In today's financial crisis, it shows a new way of earning. So it is very relevant in today's society.

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## Addon Course on Communicative English, 2022-23

### Banner

KATWA COLLEGE  
ADD ON COURSE  
ON  
COMMUNICATIVE  
ENGLISH  
FOR ALL UG  
RUNNING SEMESTER  
STUDENTS  
SESSION - 2022-23  
ENGLISH DEPARTMENT  
ORGANIZED BY IQAC, KATWA  
COLLEGE

Signature of the IQAC Coordinator

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Katwa College

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## 21. NAME OF THE COURSE: COMMUNICATIVE ENGLISH

22. INTRODUCTION/NECESSITY FOR STARTING THIS COURSE: To orient the learners towards basic usage of English Language as an effective means of communication

23. SPECIFIC OBJECTIVE: To polish the four skills of language learning namely listening speaking reading and writing.

24. TARGET / ELIGIBILITY: Undergraduate running students (all Departments)

25. PROCEDURE FOR TEACHING/APPLYING THE COURSE: Classroom Facilitating, Pair/Group presentations, Peer learning.

26. DURATION: 30 Hours

27. NAME OF THE TEACHER / INSTRUCTOR INVOLVED: Indrani Ray

28. NAME OF THE COORDINATOR: Indrani Ray

29. DETAILED CURRICULUM:

### Communication

**UNIT-I:** Communication: Meaning, Nature, Importance and Function of Communication, Types of Communication, Channels of Communication, Communication Network in an Organisation, Principles for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Communication Techniques.

### Listening and Speaking Skills

**UNIT-II:** The Process of Listening, Barriers to Listening, Types of Listening, Skills necessary for listening, Benefits of Effective Listening.

**UNIT-III:** Articulation of Speech Sounds, Syllable, Consonant Clusters, Stress, Strong and Weak Forms, Intonation, Connected Speech – Assimilation and Elision, Spelling and Pronunciation. Problems of Indian speakers of English and their remedial measures.

**UNIT-IV:** Conversational Skills – Greeting and Introducing, Leave taking, Asking Questions and Giving Replies, Inviting Friends and Colleagues, Negotiating, Persuading, Taking Initiatives, Praising and Complementing People, Expressing sympathy, Seeking and Giving Permission, Complaining and Apologising, Making Announcement/Public Addressing, Telephoning etc.

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**UNIT-V:** Presentation Skills, Public Speaking, Interviews, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

## Reading and Writing Skills

**UNIT-VI:** Reading Skills: Purpose, Process, Methodologies, and Strategy; Special Reading Situations – Skimming and Scanning, Critical Reading, Drawing Inferences, Reading Technical Reports, etc.

**UNIT-VII:** Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Paragraph, Description, Summary and Abstract, Agenda, Minutes, Notices, Circulars, Memo, Advertisements, Report Writing, Curriculum vitae, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business.

**UNIT-VIII:** Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words, Idioms and Phrases.

**UNIT-IX:** Important Aspects of English Grammar and Usage: Sentence – Components, Types and Patterns, Major Word Classes, Verbs, Tense, Concord, Question-tags, Infinitive and Gerund, Passive, Conditionals, Discourse Organizers.

## Mode of Examination:

Total Marks: 200

Final Written :150 marks (Communicative English: 100 + Soft Skill: 50)

Final Practical:50 marks (Listening: 25 + Speaking: 25)

-----  
Total :200 MARKS

**OUTCOME: BY THE END OF THE COURSE LEARNERS WOULD BE ABLE TO APPLY THE STRATEGIES OF COMMUNICATION USED IN PROFESSIONAL AND SOCIAL DOMAIN.**

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Katwa College

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## Report on Communicative English, 2022-23

Name of the course - Communicative English

2. Department offering this course- English

3. Date of commencement- 09/01/2023

4. Name of the Course coordinator- Indrani Ray

5. Hours of Learning - 30 hours

6. Objectives of the course (3-4 bullet points)

1. Sensitize learners on Communication as an integral skill for survival.
2. Using English Language for communication in the official realm
3. Sensitize learners on the four skills of language usage - Listening Speaking Reading and Writing.
4. To understand the immediate importance of fluency and move towards accuracy .

7. Course outcome (100-150 words)

By the end of the mentioned course, students must be able to use and monitor some basic communication strategies used for verbal and written mode. Through classroom task-based activities that simulate real life situations learners would be aware of how language is used in society.

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Add on course on Computerized Accounting and Taxation, 2022-23

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**KATWA COLLEGE**

**ADD-ON COURSE**

FOR  
U.G. RUNNING STUDENTS

Organised by  
IQAC, Katwa College

Session: 2022-23

**Computerized  
Accounting and  
Taxation.**

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Curriculum of Computerized Accounting and Taxation, 2022-23

## *Computerized Accounting & Taxation*

**Organized by Department of Commerce**

### **Objectives:**

At present almost all the firms follow Computerized system of accounting and taxation, hence an employee who is to be appointed in finance and accounts department is expected to have acquired sufficient knowledge in Computerized Accounting and Taxation for that reason present training programme has been introduced to equip the students to acquire both theoretical and practical training in Computerized Accounting and Taxation.

*Course offered to all running Commerce Students*

*Duration – 30 hours (15 sessions of two hours each)*

### **Course Content:**

- Financial Accounting & Inventory Management
- E – Filing of Income Tax & T.D.S.
- GST in Tally ERP – 9
- Payroll in Tally ERP – 9

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**Coordinator  
IQAC  
Katwa College**

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## Report on Computerized Accounting and Taxation, 2022-23

1. Name of the Course: Computerised Accounting & Taxation

2. Department offering this course: Commerce

3. Date of Commencement: 09/01/2023

4. Name of the Course Coordinator: SK SHAKEEL

5. Hours of Learning: 32 Hours

6. Objectives of the Course (3-4 bullet points):

i) To help students acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

ii) To help students acquire conceptual knowledge of the financial accounting software's and presentation of financial statements.

iii) To provide basic knowledge and equip students with application of principles and provisions of Income-tax.

iv) To provide conceptual idea of assessing the taxable income and calculation of income tax.

7. Course outcome (100-150 words):

i) The students will acquire the conceptual knowledge of the financial accounting and will be able to make journal entries of business transaction.

ii) The students will acquire the conceptual knowledge of maintaining the accounting records and presentation of the financial statements.

iii) The students will learn about different accounting software's and their applications.

iv) The students will learn about the different heads of income and also how to calculate the income tax and they will also learn how to file income tax return.

8. Course syllabus:

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# KATWA COLLEGE

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- Financial Accounting- Introduction and concept, book-keeping, accounting, golden rule, journal entries, ledger posting, Purpose of Accounting, Accounting software's, presentation of financial statements,
- Income under different heads (Concept only)- Income from salary, Income from business, Income from house property, Income from capital gains, and Income from other Sources,
- Calculation of Income tax, Concept of Tax Deducted at Source, Return of income, Concept of e-Filing of Return.

## 9. Course module (topic wise break up of course in hours; separately for theory and practice in

table format):

ADD ON COURSE COMPUTERISED ACCOUNTING & TAXATION			
UNIT	TOPICS	TIME	TEACHERS
1	FINANCIAL ACCOUNTING <ul style="list-style-type: none"><li>• INTRODUCTION AND CONCEPT</li></ul>	2 HOURS	Prof. DR ARUN KUMAR PATRA
2	FINANCIAL ACCOUNTING <ul style="list-style-type: none"><li>• BOOK-KEEPING</li><li>• ACCOUNTING</li><li>• PURPOSE OF ACCOUNTING</li></ul>	2 HOURS	Prof. SADADANANDA HALDER
3	FINANCIAL ACCOUNTING <ul style="list-style-type: none"><li>• THEORETICAL FRAMEWORK</li><li>• GOLDEN RULE IN ACCOUNTING</li><li>• JOURNAL ENTRIES</li><li>• LEDGER POSTING</li><li>• BALANCE SHEET</li><li>• PROFIT AND LOSS ACCOUNTS</li></ul>	6 HOURS	Prof. SK SHAKEEL
4	MICROSOFT WORD AND EXCEL (CONCEPT ONLY)	1 HOURS	Prof. UTPAL DAS
5	ACCOUNTING IN COMPUTER SYSTEM <ul style="list-style-type: none"><li>• BASICS OF ACCOUNTING SOFTWARE (TALLY)</li><li>• JOURNAL ENTRIES IN ACCOUNTING SOFTWARE</li></ul>	10 HOURS	Prof. SK SHAKEEL

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	<ul style="list-style-type: none"><li>PRESENTATION OF FINANCIAL STATEMENTS</li><li>PROFIT AND LOSS ACCOUNTS AND BALANCE SHEET</li></ul>		
6	TAXATION <ul style="list-style-type: none"><li>INTRODUCTION</li></ul>	1 HOUR	Prof. DR ARUN KUMAR PATRA
7	TAXATION <ul style="list-style-type: none"><li>HEADS OF INCOME</li><li>COMPUTATION OF TOTAL INCOME</li><li>CONCEPT OF RETURNS OF INCOME</li><li>FILING OF RETURN</li></ul>	5 HOURS	Prof. SK SHAKEEL
8	TAXATION <ul style="list-style-type: none"><li>TAX DEDUCTED AT SOURCE (TDS)</li><li>CONCEPT OF E-FILING</li></ul>	5 HOURS	Prof. SK SHAKEEL

10. Number of registered Students: 53

11. Evaluation methods if any: Viva-Voce

12. Resource persons (only name): ---

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**Add on course: An Introduction to the Advanced Self-Empowerment Skills, 2022-23**

## Banner

**KATWA COLLEGE**

**ADD-ON COURSE**

FOR  
U.G. RUNNING STUDENTS

Organised by  
IQAC, Katwa College  
CONTACT : 7001722941

**Karate & Self  
Defence.**

Session: 2022-23

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## Curriculum of the add-on course on Self-defense & Karate training, 2022-23

- 1. Name of the course:** Self-defense & Karate training.
- 2. Introduction/Necessity for starting this course:** Providing an opportunity to college-going students who are interested in learning self-defense and physical exercises.
- 3. Specific Objective:** Empowering girls to protect themselves from any unpleasant situation.
- 4. Target/Eligibility:** Making a fearless society where girls can protect themselves from danger (for students of 1<sup>st</sup> year, 2<sup>nd</sup> year & 3<sup>rd</sup> year) without being dependent on others.
- 5. Intake Capacity (optional):** 300-350 students.
- 6. Procedure for teaching/applying the course:**

Procedure for teaching: At first, enrolled students will be sorted out. Then teachers will provide proper classes based on the decided schedule.

Application process: Students can contact the college to enroll in the course.

- 7. Duration:** 30 hours
- 8. Name/s of the teacher/instructor involved:** Aakash Hazra
- 9. Name of the coordinator:** Md. Sariful Islam
- 10. Detailed curriculum:**

- At the beginning, doing basic P.T. or physical exercises to warm up.
- Practising the proper basic techniques which are needed for basic self-defense.
- Learning the advanced self-defense techniques and making them sharp by doing them again and again.
- Meditation and Psychological empowerment are the bonuses with this physical course along with punctuality and good manners.

## Report on An Introduction to the Advanced Self-Empowerment Skills, 2021-22

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4. Name of the Course coordinator : Aakash Hazra

5. Hours of Learning : 30 Hours

6. Objectives of the course (3-4 bullet points) :

- 1) Improved Mental Health.
- 2) Improved Physical Health.
- 3) Increased self-confidence.
- 4) Improved Balance in life.
- 5) Increased flexibility.
- 6) Improved Coordination.
- 7) Increased strength.
- 8) Improved Endurance.
- 9) Improved Focus.
- 10) Stress Relief.
- 11) Improved self-Defense Skills.
- 12) Improved Physical Postures.
- 13) Increased Mental Awareness.
- 14) Better Concentration power.
- 15) Improved memory power.
- 16) Enhanced social skills.
- 17) Fun Activity for all ages for mind refreshment.
- 18) Develops Leadership skills.
- 19) Builds Resilience.

7. Course outcome (100-150 words) :

Karate instills discipline in practitioners through its rigorous training regimen, emphasizing respect, focus, and perseverance. The journey of mastering karate requires dedication and commitment, teaching individuals to set goals and work tirelessly towards achieving them. By honing physical and mental strength, karate cultivates a resilient mindset, enabling practitioners to overcome obstacles both on and off the mat. Through consistent practice, students develop self-control, patience, and resilience, which are invaluable traits in navigating life's challenges. The discipline instilled by karate not only fosters success within the dojo but also translates into various aspects of life, empowering individuals to achieve their ambitions with determination and grace.

8. Course syllabus : 1. Warm up / Exercise 2. Punch 3. Blocking technique

4. Attacking hand technique 5. Attacking leg technique 6. Hand & leg Both attacking technique

7. Hand & leg Both technique 8. Karate theoretical Classes 9. Self Defence theoretical Classes

10. Self Defence technique 11. Karate Kata (Artificial fighting technique) 12. Karate Kumite (Fighting)

13. Advanced Karate technique 14. Warm down 15. Meditation

9. Course module (topic wise break up of course in hours; separately for theory and practice in table format)

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Add on Course on An Introduction to the Advance Self-Empowerment, 2022-23

## Banner

The banner features a light green background with blue geometric patterns on the sides. At the top, the Katwa College logo is repeated on both sides. In the center, the text reads: 'KATWA COLLEGE', 'ADD ON COURSE', 'AN INTRODUCTION TO THE ADVANCE SELF EMPOWERMENT.', 'For ALL U.G. RUNNING SEMESTER STUDENTS', 'SESSION 2022-2023', 'ORGANISED BY', 'KATWA COLLEGE IQAC AND MORNING SECTION'. Below the text are four illustrations: a group of women climbing stairs, a hand holding a 'STAY' sign, a man and a woman talking, and a woman performing a yoga pose.

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## Curriculum of the add on course on An Introduction to the Advance Self-Empowerment, 2022-23

17. Name of the course: **An Introduction to the Advanced Self-Empowerment Skills**

18. Introduction /Necessity for starting this course: Being a college situated at a suburban place, Katwa College attracts a massive number of students. This course will make students aware of laws and policies of the government. It will provide them an opportunity to self-improve themselves under the right mentor-ship.

19. Specific Objective: Making students aware of the laws and policies of both of the state and central governments.

20. Target/eligibility: Taking admission in the UG programmes of Katwa College

21. Intake capacity: (optional)

22. Procedure for teaching / applying the course:

23. Duration: 30 hours

24. Name/s of the teacher / instructor involve: Biswajit Mondal, Chitrita Mondal,  
Madhumita Ghosh

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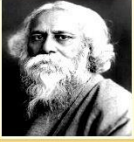
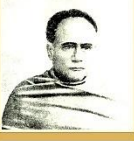
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Addon Course on मूल्यबोध ओ मनीषीचिन्ता, 2022-23

Banner



## काटोया कलेज


काटोया, पूरुव बर्धमान, ११३१३०.

ॐ संस्कृत विभाग ॐ

Addon Course, 2022-23

॥ मूल्यबोध ओ मनीषी चिन्ता ॥

आयोजक: संस्कृत विभाग, काटोया कलेज।



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## Curriculum of the Addon Course on Mulyabodh O Manishi-Chinta (মূল্যবোধ ও মনীষীচিন্তা), 2022-23

Duration of the Course: 30 Hours

### Curriculum:

- Concept of actual values.
- An ideal student life.
- Meaning of human life.
- An ideal human life.
- Values in personal and social life.
- Responsibility to our society.
- Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

### Suggested Readings:

- ❖ আদর্শ ছাত্রজীবন, স্বামী স্বগতানন্দ, রামকৃষ্ণ মিশন, গোলপার্ক, কলকাতা।
- ❖ ব্যক্তিত্বের বিকাশ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ পত্রাবলী, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ শিক্ষা প্রসঙ্গ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ জীবন গঠনের পথে, স্বামী জগদাত্মানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ মানবজীবনের সার্থকতা, শ্রী অক্ষয়কুমার বন্দোপাধ্যায়, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ বাংলার বিখ্যাত মনীষী, তাপস মুখোপাধ্যায়, তুহিনা পাবলিকেশনস্, কলকাতা।
- ❖ মনীষীদের বক্তৃতা, বারিদবরণ ঘোষ, পারুল প্রকাশনী, কলকাতা।
- ❖ মূল্যবোধে ধন্যজীবন, স্বামী জ্ঞানলোকানন্দ, রামকৃষ্ণ মিশন স্বামী বিবেকানন্দস্ এন্সেসট্রাল্ হাউস্ এন্ড কালচারাল্ সেন্টার, কলকাতা।
- ❖ THE VERY BEST OF A P J ABDUL KALAM: THE RIGHTeous OF LIFE, A. P. J. Abdul Kalam.
- ❖ My Journey: Transforming Dreams into Actions, A. P. J. Abdul Kalam.
- ❖ Learning How to Fly: Life Lessons for the Youth, A. P. J. Abdul Kalam.
- ❖ এছাড়াও বিষয় উপযোগী নিজের পছন্দের যেকোন বই।

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## Report on मूल्यबोध ओ मनीषीचिन्ता, 2022-23

### Report

- Name of the Course: मूल्यबोध ओ मनीषीचिन्ता (Mulyabodh O Manishi Chinta).
- Department offering the course: Department of Sanskrit.
- Date of commencement: 09/01/2023
- Name of the Coordinator: Sabina Yasmin
- Hours of Learning: 30 Hours
- Objective of the course:
  - Concept of actual values.
  - An ideal student life.
  - Meaning of human life.
  - An ideal human life.
  - Values in personal and social life.
  - Responsibility to our society.
  - Biographies and thoughts of some great men.
- Course outcome:
  - ✓ Students will have the knowledge of actual values.
  - ✓ Students can make himself an ideal human.
  - ✓ They will become more responsible to the society.
  - ✓ They will have the knowledge about some great man.
  - ✓ They will have the knowledge of the Indian culture and society.
  - ✓ They will acquire the skills to face all the problems of life.
  - ✓ All evil thoughts like hatred, greed, anger etc. will be removed from them.
  - ✓ All the virtues of honesty, humility, kindness, service etc. will increase in them.
  - ✓ They will become role models for the entire society.
  - ✓ Etc.

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## • Course Syllabus:

- ❖ Concept of actual values.
- ❖ An ideal student life.
- ❖ Meaning of human life.
- ❖ An ideal human life.
- ❖ Values in personal and social life.
- ❖ Responsibility to our society.
- ❖ Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

## • Course Module:

Topic	Details	Duration
Values	<ul style="list-style-type: none"><li>• Definition of values.</li><li>• The necessity of values.</li><li>• Values and human life.</li></ul>	5 hours
Ethics	<ul style="list-style-type: none"><li>• Definition.</li><li>• Brief History of Ethics.</li><li>• Examples.</li><li>• Application in real life.</li></ul>	5 hours
Life	<ul style="list-style-type: none"><li>• What is actual life.</li><li>• An ideal student life.</li><li>• Personal life &amp; Social life.</li></ul>	5 hours
Responsibility	<ul style="list-style-type: none"><li>• Definition of responsibility.</li><li>• Responsibility to the society.</li></ul>	5 hours
Ideal people	<ul style="list-style-type: none"><li>• Biographies of some great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose,</li></ul>	10 hours

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	<p>Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</p> <ul style="list-style-type: none"><li>• Thoughts of our great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li><li>• Application of thoughts of our ideal people in our life. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li></ul>	
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- **Number of enrolled students: 695**
- **Number of course completed students: 575**
- **Evaluation methods:** Viva test.
- **Resource persons:**
  - Prosanta Barman, Assistant Professor, Department of Sanskrit, Katwa College.
  - Dr. Dhruvajyoti Bhattacharjee, SACT-I, Department of Sanskrit, Katwa College.
  - Sabina Yasmin, SACT-I, Department of Sanskrit, Katwa College.

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Addon Course on Mental Health Issues of Young Adults, 2022-23

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**KATWA COLLEGE**

**ADD ON PROGRAMME ON MENTAL HEALTH ISSUES OF YOUNG ADULTS**




**FOR ALL UG RUNNING SEMESTER STUDENTS**

**SESSION 2022-2023**

**DEPARTMENT OF ZOOLOGY**

**ORGANISED BY IQAC, KATWA COLLEGE**



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## Curriculum of the add-on course on Mental Health Issues of Young Adults, 2022-23

### Objectives:

To understand Mental health problems

To enhance coping strategies to overcome problems

To manage day to day stress

To demonstrate hands on experience on different Mental health care centres

Eligibility all running students of college including BEd students.

Theory content 20 hours

Practical case study discussion 5 hours

Health Care visit 5 hours Total 30 hours

Total intake 100 students

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## Report on Mental Health Issues of Young Adults, 2022-23

7. Course Name of the course: Add on Course on Mental Health Issues of Young Adults

8. Name of the Department offering the course: Zoology

9. Date of commencement: 09/01/2023

10. Name of the Course Coordinator: Arup Mitra

11. Hours of Learning: 30 Hours

12. Objective of the course:

\*To understand Mental Health

\*To get knowledge about different types of mental health issues

\*To enhance coping strategies to overcome problems

\*To manage day to day stress

\*To demonstrate hands on experience on different mental health care and stress management centre and cases.

7. Course out comes: After experience of theory as well as practicum learners

Have generated a sensitization and awareness about mental health particularly among young adults means college and university level students. They can able to understanding about different types of stresses and also can adapting or coping such stresses. After learning this course students know about several adverse effect of substitute abuse like, alcohol, drugs, tobacco etc. They have developed the positive relationship with family members, friends, work place, future life mate. Students have experienced different types of case who are suffering from mental health problems in a reputed mental health institute during their field visit.

8. Course Syllabus: Total Course Content

30 hours

Theory Content 20

Practical case study discussion

5 hours

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Mental Health & Stress management centre visit 5 hours

## Details of Curriculum

### Theory

1. Definition, Concept & meaning of Mental Health 1 hour
2. Relationship between mental health & physical health 1 hour
3. Young adulthood and mental health issues – psycho social views 2 hours
4. Psychological disorders arising in young adults' hoods 1 hour
5. Deferent types of stress found in particular age goon Stress in carries opportunity 2 hours
6. Neurotic disorders – OCD, panic disorders Anxiety 2 hours
7. Psychotic disorder- MDPD, Bipolar disorders, Schizophrenia, paranoid thanking 2 hours
8. Psychological eating disorders Bulimia nervosa, Bulimia Anorexia 1 hour
9. Substance –use disorders- drug tobacco and alcohol addiction & de addiction 2 hours
10. Help seeking behaviours 1 hour
11. Mental health & virtual world 1 hour
12. Mental Health and life style related diseases 1 hour
13. Coping strategies- for stress management 1 hour
14. Relationship with parents 1 hour

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# KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713130, India.

Mobile: +918101078393

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15. Role of counselling in Mental Health Issue 1 hour

## Practicum

1. One case study related with mental health issue 5 hours

2. Visit of any mental health care or stress management centre, like Yoga centre, Music therapy centre, occupational therapy centre 5 hour

Mode of Evaluation Therapy 80 Marks

Practicum (Case study and Field visit participation)

10. Number of registered students: 359

11. Evaluation methods of any: Evaluation through Viva & Group Discussion commenced on 27/06/2023

12. Resource Person

Report on Outreach Programme of students of Add on Course on Mental Health Issues of Young adults' students of Katwa College

An out-reach programme conducted by Katwa College at Society for Mental Health Care, Ananda Niketan PO & Village Khajurdihi Katwa block on I, a reformed residential mental health care centre. 16 students under guidance of Sri Arup Mitra Faculty of this college & Convener of above mentioned Add on course participated such field visit cum out reach programme on 27/06/2023. They visited different wings of this organization like shelter home for boys and girls of children with special needs, special school for CwSN, Mental Health Centre, vocational units (Carpentry, Handlooms, Handicraft, Animal husbandry, machine tools) etc. They also interacted with Psychologists, Special Teachers and other rehabilitation personnel including some inmate of this organization. Students have accumulated knowledge about disabilities and mental health. Such programme is beneficial for sensitisation and awareness about such socially disadvantage people of society.

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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Add on course on Applied English Grammar and Comprehension for Competitive Examination, 2022-23

## Banner

**KATWA COLLEGE**  
Department of English

**ADD-ON  
COURSE**

**APPLIED ENGLISH GRAMMAR AND  
COMPREHENSION FOR COMPETITIVE  
EXAMINATION.**

**Organised by  
IQAC , Katwa College**

**FOR  
ALL U.G. RUNNING STUDENTS**

**Session: 2022-23**

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## Curriculum of Applied English Grammar and Comprehension for Competitive Examination, 2022-23

- 1. Name of the course:** Applied English Grammar and Comprehension for Competitive Examination
- 2. Introduction / Necessity for starting this course:** To explore basic usage of the Grammar, Vocabulary and enhance the comprehension ability.
- 3. Specific Objective:** Different Career Opportunities.
- 4. Target/eligibility:** Running Students [All Departments]
- 5. Procedure for teaching / applying the course:** Class Room Teaching [offline mode]
- 6. Duration:** 30 hours
- 7. Name/s of the teacher/instructor involve:** Dulal Sarkar, Indrani Ray and Pompi Bhattacharya
- 8. Name of the Coordinator:** Dulal Sarkar
- 9. Detailed Curriculum:**

### **UNIT-I: Vocabulary Usage [8hours]**

1. Synonyms
2. Antonyms
3. Vocabulary Test
4. Double Synonyms
5. Homonyms
6. One Word Substitution

### **UNIT-II: General Usage [8 hours]**

1. Articles and Preposition
2. Appropriate Preposition
3. Idioms and Phrases
4. Spelling Test

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- 
5. Transformation
  6. Direct and Indirect Speech
  7. Active and Passive Voice

## UNIT-III: Error Detection [8hours]

1. Common Errors
2. Spotting Errors
3. Sentence Improvement
4. Passage Correction
5. Choosing the Correct/ Incorrect Sentence

## UNIT-IV: Comprehension Ability [6hours]

1. Theme Detection
2. Deriving Conclusions From Passage

## Mode of Examination:

Total Marks: 200

Class Test 1	: 50 marks
Class Test 2	: 50 marks
Final Exam	: 100 marks

---

Total : 200 MARKS

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## Report on Applied English Grammar and Comprehension for Competitive Examination, 2022-23

1. Name of the course: Applied English Grammar and Comprehension for Competitive Examination

2. Department offering this course: English

3. Date of commencement: 09.01.2023

4. Name of the Course coordinator: Dulal Sarkar

5. Hours of Learning: 30 Hours

6. Objectives of the course (3-4 bullet points):

- . Different Career Opportunities.
- . Fundamental knowledge regarding Grammar
- . Increase vocabulary
- . Improvement of comprehensive passage.

7. Course outcome (100-150 words):

Applied grammar instruction differs from traditional grammar teaching in that the primary instructional goal is to accelerate language learning by focusing on the form, function, and meaning of foundational grammar skills that are essential for reading comprehension and academic writing. English Grammar and Composition helps aspirants to prepare for various competitive examinations. The book comprises of exercises that not only helps candidates improve their proficiency in English, but also educate them about the proper usage of grammar. In today's competitive world, having a strong vocabulary is crucial for success in various areas of life. Whether it's competitive exams, language proficiency tests, professional communication, or personal growth, a diverse vocabulary plays a significant role in helping you excel.

8. Course syllabus:

UNIT-I: Vocabulary Usage [8hours]

7. Synonyms

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- 
8. Antonyms
  9. Vocabulary Test
  10. Double Synonyms
  11. Homonyms
  12. One Word Substitution

## UNIT-II: General Usage [8 hours]

8. Articles and Preposition
9. Appropriate Preposition
10. Idioms and Phrases
11. Spelling Test
12. Transformation
13. Direct and Indirect Speech
14. Active and Passive Voice

## UNIT-III: Error Detection [8 hours]

6. Common Errors
7. Spotting Errors
8. Sentence Improvement
9. Passage Correction

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## 10. Choosing the Correct/ Incorrect Sentence

### UNIT-IV: Comprehension Ability [6hours]

3. Theme Detection

4. Deriving Conclusions From Passage

### 15. Course module (topic wise break up of course in hours; separately for theory and practice in table format)

UNIT	TITLE	TOPIC	ALLOTTED CLASS	HOURS
UNIT-I	Vocabulary Usage	1. Synonyms 2. Antonyms 3. Vocabulary Test 4. Double Synonyms 5. Homonyms 6. One Word Substitution	Dulal Sarkar	8hours
UNIT-II:	General Usage	1. Articles and Preposition 2. Appropriate Preposition	Pompi Bhattacharya	8hours

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		<ol style="list-style-type: none"><li>3. Idioms and Phrases</li><li>4. Spelling Test</li><li>5. Transformation</li><li>6. Direct and Indirect Speech</li><li>7. Active and Passive Voice</li></ol>		
UNIT-III	Error Detection	<ol style="list-style-type: none"><li>1. Common Errors</li><li>2. Spotting Errors</li><li>3. Sentence Improvement</li><li>4. Passage Correction</li><li>5. Choosing the Correct/ Incorrect Sentence</li></ol>	Dulal Sarkar	8hours
UNIT-IV:	Comprehension Ability	<ol style="list-style-type: none"><li>1. Theme Detection</li><li>2. Deriving Conclusions From Passage</li></ol>	Pompi Bhattacharya	6hours

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10. Number of registered Students: 500

11. Evaluation methods of any:

Mode of Examination:

Total Marks: 200

Class Test 1 : 50 marks

Class Test 2 : 50 marks

Final Exam : 100 marks

-----  
Total : 200 MARKS

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## Addon Course 2023-24

## IQAC Meeting Notice

### INTERNAL QUALITY ASSURANCE CELL



KATWA COLLEGE

Katwa - 713130

Tel.: (03453)255049

E- Email: iqackatcoll2009@gmail.com

Website: www.katwacollege.ac.in

### NOTICE

Date: 27.08.2019

A meeting of the Internal Quality Assurance Cell Katwa college will be held on **04. 09. 2019** at 3.00 p.m. in the Principal Chamber to discuss the following agenda:

1. To read and confirm the regulations/ minutes of previous meeting held on 10.07.2019
2. To discuss about work distribution and collection of information from different academic submitted for AQAR submission of the session 2018-19
3. To discuss about organisation of a series of seminar for quality development viz E-Library, & Open Access system, Network Security, career advancement scheme (CAS) etc.
4. To discuss about permission for the start of the Literary Society, Department of English
5. To discuss about Add on Courses to open/ start for the benefit of students
6. Miscellaneous

*Nizamuddin Ali*  
Coordinator/Director 27/08/2019  
Katwa College

*Co-ordinator*  
**IQAC**  
Katwa College  
Katwa, Burdwan

*Principal*  
Principal  
& Chairperson, IQAC  
Katwa College

*Principal*  
Principal  
Katwa College  
27/08/19

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
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## IQAC Meeting Resolution

Extract from the proceedings of the meeting of the Internal Quality Assurance Cell held on 04.09.2019 in the Principal Chamber at 3.00 PM

**Item No. – 5:** The Coordinator places the proposal to open add on course for the benefit of students to enhance their all round quality. Mr. Das places a report to the benefits of Add-on Courses and he also said that these courses will be the outside curriculum.

- Enhanced skills and knowledge:** Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise.
- Industry-relevant training:** Add-on courses are often designed in collaboration with industry experts, which ensures that students receive industry-relevant training. This type of training can give graduates an edge in the job market, as employers often look for candidates who have practical experience in their field of study.
- Improved job readiness:** Add-on courses can help students develop important employability skills such as teamwork, communication, and problem-solving. These skills are highly valued by employers, and graduates who have these skills are more likely to be successful in their careers.
- Increased networking opportunities:** Add-on courses can provide students with opportunities to interact with industry experts and professionals, which can help them build their professional network. This can be beneficial when graduates are looking for employment, as they can tap into their network to identify job openings and obtain referrals.
- Higher earning potential:** Graduates who have completed add-on courses may be able to command higher salaries than their peers who have not completed additional training. This is because employers recognize the value of specialized expertise and are willing to pay a premium for it.
- Enhanced Perception:** Add on course can improve perception of you institution's brand because of improved student satisfaction by providing students with opportunities to develop additional skills and knowledge that are relevant to their career goals. This can lead to increased retention rates and positive feedback from students, which can enhance the institution's reputation as a student-centric institution

All the members accept it and Principal said to Coordinator that this proposal will be places in the next Governing Body meeting.

Sd/ Dr. Nijamuddin Ali  
IQAC, Coordinator  
Katwa College

Sd/ Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Attested  
Principal  
Katwa College  
05/07/2024

Signature of the IQAC Coordinator

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Katwa College

Signature of the Principal

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## Governing Body Meeting Resolution

Extract from the proceedings of the meeting of the Governing Body held on 16.09.2019 in the chamber of the Principal at 12.00 Noon

Item No: 17

(v) The Principal places a proposal received from the IQAC for add-on courses towards quality enhancement from the Academic Session 2019-20. The G.B. approves the proposal of the IQAC placed by the Principal and requests him to take necessary steps in this regard. The Governing Body also advises the Principal to continue these activities in every session for the benefit of the students quality enhancement. The GB approves the fund if required for this purpose.

Sd/ Dr. Nirmalendu Sarkar  
Principal/Secretary  
Katwa College  
Governing Body

Sd/ Soumen Pal, W.B.C.S.(Exe)  
President  
Katwa College  
Governing Body

Attested  
NSKSK  
04/06/2024

Principal  
Katwa College  
Katwa, Purba Bardhaman

Signature of the IQAC Coordinator

Coordinator  
IQAC  
Katwa College

Signature of the Principal

Principal  
Katwa College



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## Addon course started notice 2023-24



### KATWA COLLEGE

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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref. No

Date: 03.01.2024

### নোটিশ

এতদ্বারা বর্তমান পাঠের সমস্ত ছাত্রছাত্রী দের জানানো যাচ্ছে যে 2023 - 2024 শিক্ষাবর্ষে 28 টি Add on Course শুরু হচ্ছে। আগামী 15.01.2024 থেকে এই কোর্স শুরু হবে। ছাত্র ছাত্রীদের নিম্নলিখিত কোর্স থেকে যেকোনো একটি / দুটি Course গ্রহণ করতে হবে। প্রত্যেকটি Course এর সিট সংখ্যা সীমিত। তাই যে প্রথম আবেদন করবে সে পড়ার সুযোগ পাবে। আজ থেকে নিম্নলিখিত Google Form এর মাধ্যমে আবেদন করা যাবে আগামী 12.01.2024 তারিখ রাত বারোটা পর্যন্ত। [Google Form Link for Add on Course](https://forms.gle/qKsTg6vEmbTqCob4A) → <https://forms.gle/qKsTg6vEmbTqCob4A>

এছাড়াও ছাত্র ছাত্রীদের প্রতিযোগিতামূলক পরীক্ষার প্রস্তুতি হিসাবে আরো একটি Course শুরু হচ্ছে। এই কোর্সের ও সিট সংখ্যা সীমিত এবং আগে আবেদন করলে পড়ার সুযোগ পাবে ছাত্রছাত্রীরা। নিম্নলিখিত Google Form এর মাধ্যমে আজ থেকে আগামী 12.01.2024 তারিখ রাত বারোটা পর্যন্ত আবেদন করা যাবে। [Google Form Link for Competitive exam training program](https://forms.gle/J9ataZYBMAXcd1v8A) ↓ <https://forms.gle/J9ataZYBMAXcd1v8A>

### List of Add on Courses & Competitive Examination Training Program - 2023- 2024 Introduced on 15.01.2024

Sl.No	Course Title	Department
1	Computerized Accounting & Taxation	Commerce
2	Communicative English	English
3	Basic Music	B. Ed
4	Basic Computer Training	IQAC
5	Self-defense & Karate training.	NCC & IQAC
6	Land Survey	Katwa Municipality & IQAC
7	Beautician	Cultural Committee & IQAC
8	Bharatnatyam	Cultural Committee & IQAC
9	Rabindra Sangeet	Cultural Committee & IQAC
10	Elementary French	IQAC
11	আবৃত্তি শিক্ষা	Bengali
12	নাটকের অভিনয় শিক্ষা	Bengali
13	Mushroom Cultivation	Botany

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03/01/2024



Principal  
Katwa College  
03/01/2024  
IQAC, Coordinator  
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03/01/2024  
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14	Microelectronic Technology and CMOS Implementation	Electronics
15	Applied English Grammar and Comprehension for Competitive Examination	English
16	Qualitative Research in Geography: Methods of Data Collection & Analysis	Geography
17	Heritage Sites of Bengal with special reference to Rabh Bengal	History
18	An Introduction to the Advanced Self-Empowerment Skills	Morning Section
19	Benefit of basic yogsana in our daily life	B. Ed
20	Mental Health issues of Yeung Adults	Zoology
21	Business Ethics	Philosophy
22	Studies and Fabrication of power supply	Physics
23	General Awareness and Management: Cardio-Respiratory Disorders	Physiology
24	মূল্যবোধ ও মনোবিজ্ঞান	Sanskrit
25	Basic knowledge of wildlife photography	Zoology
26	Encouraging Private Entrepreneurship: Laboratory to Industry	Chemistry
27	Encouraging Self Employment : Laboratory to Industry	Chemistry
28	Leadership	Pol. Science
**	Competitive Examination Training Program for NET / SET, SSC, TET, WBCS & PSC	IQAC



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03/01/2024  
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Katwa College

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03/01/2024  
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## Add on course on Computerized Accounting and Taxation, 2023-24

### Banner

**KATWA COLLEGE**

**ADD-ON COURSE**

FOR  
U.G. RUNNING STUDENTS

Organised by  
IQAC, Katwa College

Session: 2023-24

*Computerized  
Accounting and  
Taxation.*

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## Curriculum of Computerized Accounting and Taxation, 2023-24

### *Computerized Accounting & Taxation*

### **Organized by Department of Commerce**

#### **Objectives:**

At present almost all the firms follow Computerized system of accounting and taxation, hence an employee who is to be appointed in finance and accounts department is expected to have acquired sufficient knowledge in Computerized Accounting and Taxation for that reason present training programme has been introduced to equip the students to acquire both theoretical and practical training in Computerized Accounting and Taxation.

*Course offered to all running Commerce Students*

*Duration – 30 hours (15 sessions of two hours each)*

#### **Course Content:**

- Financial Accounting & Inventory Management
- E – Filling of Income Tax & T.D.S.
- GST in Tally ERP – 9
- Payroll in Tally ERP – 9

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## Report on Computerized Accounting and Taxation, 2023-24

Name of the Course: Computerised Accounting & Taxation

2. Department offering this course: Commerce

3. Date of Commencement: 15/01/24

4. Name of the Course Coordinator: SK SHAKEEL

5. Hours of Learning: 32 Hours

6. Objectives of the Course (3-4 bullet points):

- i) To help students acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.
- ii) To help students acquire conceptual knowledge of the financial accounting software's and presentation of financial statements.
- iii) To provide basic knowledge and equip students with application of principles and provisions of Income-tax.
- iv) To provide conceptual idea of assessing the taxable income and calculation of income tax.

7. Course outcome (100-150 words):

- i) The students will acquire the conceptual knowledge of the financial accounting and will be able to make journal entries of business transaction.
- ii) The students will acquire the conceptual knowledge of maintaining the accounting records and presentation of the financial statements.
- iii) The students will learn about different accounting software's and their applications.
- iv) The students will learn about the different heads of income and also how to calculate the income tax and they will also learn how to file income tax return.

8. Course syllabus:

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- Financial Accounting- Introduction and concept, book-keeping, accounting, golden rule, journal entries, ledger posting, Purpose of Accounting, Accounting software's, presentation of financial statements,
- Income under different heads (Concept only)- Income from salary, Income from business, Income from house property, Income from capital gains, and Income from other Sources,
- Calculation of Income tax, Concept of Tax Deducted at Source, Return of income, Concept of e-Filing of Return.

## 9. Course module (topic wise break up of course in hours; separately for theory and practice in

table format):

ADD ON COURSE COMPUTERISED ACCOUNTING & TAXATION			
UNIT	TOPICS	TIME	TEACHERS
1	FINANCIAL ACCOUNTING <ul style="list-style-type: none"><li>• INTRODUCTION AND CONCEPT</li></ul>	2 HOURS	Prof. DR ARUN KUMAR PATRA
2	FINANCIAL ACCOUNTING <ul style="list-style-type: none"><li>• BOOK-KEEPING</li><li>• ACCOUNTING</li><li>• PURPOSE OF ACCOUNTING</li></ul>	2 HOURS	Prof. SADADANANDA HALDER
3	FINANCIAL ACCOUNTING <ul style="list-style-type: none"><li>• THEORETICAL FRAMEWORK</li><li>• GOLDEN RULE IN ACCOUNTING</li><li>• JOURNAL ENTRIES</li><li>• LEDGER POSTING</li><li>• BALANCE SHEET</li><li>• PROFIT AND LOSS ACCOUNTS</li></ul>	6 HOURS	Prof. SK SHAKEEL
4	MICROSOFT WORD AND EXCEL (CONCEPT ONLY)	1 HOURS	Prof. UTPAL DAS
5	ACCOUNTING IN COMPUTER SYSTEM <ul style="list-style-type: none"><li>• BASICS OF ACCOUNTING SOFTWARE (TALLY)</li><li>• JOURNAL ENTRIES IN ACCOUNTING SOFTWARE</li></ul>	10 HOURS	Prof. SK SHAKEEL

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	<ul style="list-style-type: none"><li>PRESENTATION OF FINANCIAL STATEMENTS</li><li>PROFIT AND LOSS ACCOUNTS AND BALANCE SHEET</li></ul>		
6	TAXATION <ul style="list-style-type: none"><li>INTRODUCTION</li></ul>	1 HOUR	Prof. DR ARUN KUMAR PATRA
7	TAXATION <ul style="list-style-type: none"><li>HEADS OF INCOME</li><li>COMPUTATION OF TOTAL INCOME</li><li>CONCEPT OF RETURNS OF INCOME</li><li>FILING OF RETURN</li></ul>	5 HOURS	Prof. SK SHAKEEL
8	TAXATION <ul style="list-style-type: none"><li>TAX DEDUCTED AT SOURCE (TDS)</li><li>CONCEPT OF E-FILING</li></ul>	5 HOURS	Prof. SK SHAKEEL

10. Number of registered Students: 204

11. Evaluation methods if any: Viva-Voce

12. Resource persons (only name): ---

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## Addon Course on Communicative English, 2023-24

### Banner

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ADD ON COURSE  
ON  
**COMMUNICATIVE  
ENGLISH**

FOR ALL UG  
RUNNING SEMESTER  
STUDENTS

SESSION - 2023-2024  
ENGLISH DEPARTMENT  
ORGANIZED BY IQAC, KATWA  
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## Curriculum of the add-on course 'Communicative English', 2023-24

### ADD ON COURSE STRUCTURE

#### 30. NAME OF THE COURSE: COMMUNICATIVE ENGLISH

31. INTRODUCTION/NECESSITY FOR STARTING THIS COURSE: To orient the learners towards basic usage of English Language as an effective means of communication

32. SPECIFIC OBJECTIVE: To polish the four skills of language learning namely listening speaking reading and writing.

33. TARGET / ELIGIBILITY: Undergraduate running students (all Departments)

34. PROCEDURE FOR TEACHING/APPLYING THE COURSE: Classroom Facilitating, Pair/Group presentations, Peer learning.

35. DURATION: 30 Hours

36. NAME OF THE TEACHER / INSTRUCTOR INVOLVED: Indrani Ray

37. NAME OF THE COORDINATOR: Indrani Ray

38. DETAILED CURRICULUM:

#### **Communication**

**UNIT-I:** Communication: Meaning, Nature, Importance and Function of Communication, Types of Communication, Channels of Communication, Communication Network in an Organisation, Principles for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Communication Techniques.

#### **Listening and Speaking Skills**

**UNIT-II:** The Process of Listening, Barriers to Listening, Types of Listening, Skills necessary for listening, Benefits of Effective Listening.

**UNIT-III:** Articulation of Speech Sounds, Syllable, Consonant Clusters, Stress, Strong and Weak Forms, Intonation, Connected Speech – Assimilation and Elision, Spelling and Pronunciation. Problems of Indian speakers of English and their remedial measures.

**UNIT-IV:** Conversational Skills – Greeting and Introducing, Leave taking, Asking Questions and Giving Replies, Inviting Friends and Colleagues, Negotiating, Persuading, Taking Initiatives, Praising and Complementing People,

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Expressing sympathy, Seeking and Giving Permission, Complaining and Apologising, Making Announcement/Public Addressing, Telephoning etc.

**UNIT-V:** Presentation Skills, Public Speaking, Interviews, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

### Reading and Writing Skills

**UNIT-VI:** Reading Skills: Purpose, Process, Methodologies, and Strategy; Special Reading Situations – Skimming and Scanning, Critical Reading, Drawing Inferences, Reading Technical Reports, etc.

**UNIT-VII:** Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Paragraph, Description, Summary and Abstract, Agenda, Minutes, Notices, Circulars, Memo, Advertisements, Report Writing, Curriculum vitae, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business.

**UNIT-VIII:** Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words, Idioms and Phrases.

**UNIT-IX:** Important Aspects of English Grammar and Usage: Sentence – Components, Types and Patterns, Major Word Classes, Verbs, Tense, Concord, Question-tags, Infinitive and Gerund, Passive, Conditionals, Discourse Organizers.

### Mode of Examination:

**Total Marks:** 200

**Final Written :** 150 marks (Communicative English: 100 + Soft Skill: 50)

**Final Practical:** 50 marks (Listening: 25 + Speaking: 25)

**Total : 200 MARKS**

**OUTCOME: BY THE END OF THE COURSE LEARNERS WOULD BE ABLE TO APPLY THE STRATEGIES OF COMMUNICATION USED IN PROFESSIONAL AND SOCIAL DOMAIN.**

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## Report on Communicative English, 2023-24

Name of the course - Communicative English

2. Department offering this course- English

3. Date of commencement- 15/01/2024

4. Name of the Course coordinator- Indrani Ray

5. Hours of Learning - 30 hours

6. Objectives of the course (3-4 bullet points)

1. Sensitize learners on Communication as an integral skill for survival.
2. Using English Language for communication in the official realm
3. Sensitize learners on the four skills of language usage - Listening Speaking Reading and Writing.
4. To understand the immediate importance of fluency and move towards

accuracy .

7. Course outcome (100-150 words)

By the end of the mentioned course, students must be able to use and monitor some basic communication strategies used for verbal and written mode. Through classroom task-based activities that simulate real life situations learners would be aware of how language is used in society.

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## Add-on Course on Basic Music, 2023-24

### Banner

**KATWA COLLEGE**

**ADD-ON COURSE**

FOR  
U.G. RUNNING STUDENTS

Organised by  
IQAC, Katwa College  
CONTACT : 7001722941

*Basic Music.*

Session: 2023-24

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## Curriculum of the add-on course on basic music, 2023-24

### OBJECTIVE

Now a days, music has become indispensable in any educational institute. None can do its immense signification in our teaching learning process. Along with education it has also enriched our society and each and every individual. In this regard students seemed to be greatly benefited by this music course of six months.

#### Duration :

30 hours (Theory – 08 hours & Practical – 22 hours)

### Theory – 08 hours

#### Unit -1

Definition of the following :

Sangeet, Raga, Aroha, Avroha, Paked, Vadi, Samavady, Dhvani, Nada, Shruti, Swar, Saptak, Alankar, That, Jati.

..... Two (02) hours

#### Unit – 2

Definition of the following :

Sam, Tali, Khali, Laya, Tala, Matra, Vibhag, Avartan. .... One (01) hour

#### Unit – 3

Notation System of Pt. V.N.Bhatkhande, Akarmatric Swaralapi . .... One (01) hour

#### Unit – 4

Two alankaras set to all prescribed Ragas & Talas ..... Two (02) hours

#### Unit – 5

One swarmalika and one lakhangeet in each of the prescribed ragas ..... Two (02) hours

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## Practical – 22 hours

### Unit -1

Knowledge of following ragas (drutkhyal)

Bilabal, Imon, Kafi, Bhupali, Bhairav..... Twelve (12) hours

### Unit -2

Rabindrasangeet (Knowledge of five songs- Swadesh, Puja & Pream Parjoy..... Three (03) hours

### Unit – 3

Nazrulgeeti (Two songs). ..... Two (02) hours

### Unit – 4

Folk Song (One)

Devotional Song (One)

Atul Prosad (One)..... Two (02) hours

### Unit – 5

Knowledge of Tala

Teentala , ektala, Chautala..... One (01) hour

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## Report on Basic Music, 2023-24

Name of the Course: Basic Music

Department offering this course: B.Ed.

Date of Commencement: 09/04/2024

Name of the Course Co-coordinator: Billamangal Mukherjee

Hours Of Learning: 30 Hours

Objectives of the Course: Now a day's music has becoming indispensable in any educational institute.

None can do its immense signification in our teaching learning process. Along with education it has also enriched our society and each and every individual. In this regard students seemed to be greatly benefitted by this music course of thirty hours class.

Number of register students: 113

Report of the Course: Music is not only a thing of entertainment but also a potion which makes us congenial both physically and mentally. In this respect, the basic music course which has been completed satisfactorily is really applicable. The active participation of the teacher and the taught is the outcome of this course. In today's financial crisis, it shows a new way of earning. So it is very relevant in today's society.

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## Addon Course on Basic Computer- 2023-24

### Banner

The banner features a blue background with a yellow sunburst graphic on the right. On the left, there is a circular logo of Katwa College. The text is as follows:

**KATWA COLLEGE**

**ADD-ON COURSE**

**Program Name : Basic Computer Training.**

**Organised by IQAC , Katwa College**

**FOR ALL U.G. RUNNING STUDENTS**

Session: 2023-24

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## Curriculum of the add-on course 'Basic Computer', 2023-24

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## Curriculum of the add-on course 'Basic Computer', 2022-23

Programme Name - Basic Computer Training

Duration - 30 Hours

Course Name	Course Outcome (CO)
Introduction and Fundamentals	CO1. Describe the usage of computers and why computers are essential components in business and society.
MS Word	CO2. Utilize the Internet Web resources and evaluate on-line business system.
MS Excel	CO3. Solve common business problems using appropriate Information Technology applications and systems.
MS PowerPoint	CO4. Identify categories of programs, systems software and applications. Organize and work with files and folders.
Internet	CO5. Describe various types of networks, network standards and communication software.

### *Detailed Curriculum for Basic Computer Training (BCT)*

#### **Module 1: Fundamentals of Hardware & Operating System - (2 Hours)**

Session 1: Introduction of hardware and software

#### **Module 2: Syllabus of Microsoft Word - (10 Hours)**

Session 1: Introduction and Overview of Microsoft Word.

Session 2: Documentation and Navigation Strategy

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- 
- Session 3: Manipulating Text  
Session 4: Formatting Characters  
Session 5: Formatting Paragraph  
Session 6: Themes and Templates  
Session 7: Quick Parts  
Session 8: Preparing Documents for Printing  
Session 9: Organizing Content  
Session 10: Tabs, Columns, and Charts  
Session 11: Links, Headers, and Footers  
Session 12: References  
Session 13: Mail Merge  
Session 14: Visual Content  
Session 15: Reviewing Documents  
Session 16: Protecting and Sharing Documents

### *Module 3: Syllabus of Microsoft Excel - (10 Hours)*

- Session 1: Introduction  
Session 2: Entering, Editing and Formatting Data  
Session 3: Formatting Numbers  
Session 4: Managing Worksheets  
Session 5: Modifying Rows and Columns

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Session 6: Understanding Formulas

Session 7: Changing Views

Session 8: Auto Fill and Custom Lists

Session 9: Conditional Formatting

Session 10: Tables

## Module 4: Syllabus of Microsoft PowerPoint - (5 Hours.)

Session 1: Modifying the PowerPoint Environment

Session 2: Customizing Design Templates

Session 3: Customizing a Slide Show

## Module 5: Syllabus of Internet - (3 Hours)

Session 1: Usage of Internet.

Session 2: Email Writing

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## Report on Basic Computer, 2022-23

### Katwa College

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Add-on course  
Basic Computer Training

1. Name of the Course : Basic Computer Training
2. Department offering the Course : Internal quality Assurance Cell, Katwa College
3. Date of Commencement : 01.03.2024
4. Name of the Course Coordinator/s : 1. Mr. Suraj Sarkar, 2. Ms. Tania Chatterjee
5. Hours of Learning : 35 Hrs. (Th. – 10 Hrs., Pr. – 20 Hrs., Tutorial – 5 Hrs.)
6. Objective of the Course :
  - ❖ Acquire confidence in using computer techniques available to users
  - ❖ Recognize the basic components of computers and terminology
  - ❖ Understand data, information and file management
  - ❖ Create documents using Word processor, Spreadsheet & Presentation Software
  - ❖ Understand computer networks, Internet
  - ❖ Browse the internet, content search, email and collaborate with peers
  - ❖ Use computer to improve existing skills and learn new skills.

#### 7. Course Outcome :

The course is designed to aim at imparting a basic level appreciation programme for the common students who have just entering in digital education. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common student to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology. Moreover this add-on course helps to improve specific soft skill and also improve career options among the students. It will give them more opportunities in the job market after completion of the add-on course.

The module on financial literacy will enable the individuals to understand the various financial services and be aware and enjoy the various online schemes of relevant government.

#### 8. Course Syllabus :

##### 1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
  - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
  - 1.3.1 Central Processing Unit
  - 1.3.2 Keyboard, mouse and VDU
  - 1.3.3 Other Input devices
  - 1.3.4 Other Output devices
  - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software

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Add-on course  
Basic Computer Training

- 1.4.1 Hardware
- 1.4.2 Software
  - 1.4.2.1 Application Software
  - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of ICT
  - 1.6.1 e-governance
  - 1.6.2 Entertainment
- 1.7 Bringing computer to life
  - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.7.2 Checking power supply

## 2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
  - 2.2.1 Operating system
  - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
  - 2.3.1 Task Bar
  - 2.3.2 Icons
  - 2.3.3 Menu
  - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
  - 2.4.1 Changing System Date And Time
  - 2.4.2 Changing Display Properties
  - 2.4.3 To Add Or Remove A Windows Component
  - 2.4.4 Changing Mouse Properties
  - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
  - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities

## 3. UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
  - 3.2.1 Opening Word Processing Package
  - 3.2.2 Menu Bar
  - 3.2.3 Using The Help
  - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
  - 3.3.1 Opening Documents
  - 3.3.2 Save and Save as
  - 3.3.3 Page Setup
  - 3.3.4 Print Preview

Page 3

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Basic Computer Training

- 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
  - 3.4.1 Document Creation
  - 3.4.2 Editing Text
  - 3.4.3 Text Selection
  - 3.4.4 Cut, Copy and Paste
  - 3.4.5 Spell check
  - 3.4.6 Thesaurus
- 3.5 Formatting the Text
  - 3.5.1 Font and Size selection
  - 3.5.2 Alignment of Text
  - 3.5.3 Paragraph Indenting
  - 3.5.4 Bullets and Numbering
  - 3.5.5 Changing case
- 3.6 Table Manipulation
  - 3.6.1 Draw Table
  - 3.6.2 Changing cell width and height
  - 3.6.3 Alignment of Text in cell
  - 3.6.4 Delete / Insertion of row and column
  - 3.6.5 Border and shading

## 4. USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
  - 4.2.1 Opening of Spread Sheet
  - 4.2.2 Addressing of Cells
  - 4.2.3 Printing of Spread Sheet
  - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
  - 4.3.1 Entering Text, Numbers and Dates
  - 4.3.2 Creating Text, Number and Date Series
  - 4.3.3 Editing Worksheet Data
  - 4.3.4 Inserting and Deleting Rows, Column
  - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
  - 4.4.1 Using Formulas
  - 4.4.2 Function
- 4.5 Summary
- 4.6 Model question & answers

## 5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks

Page 4

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Add-on course  
Basic Computer Training

- 5.2.1 Local Area Network (LAN)
- 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
  - 5.3.1 Concept of Internet
  - 5.3.2 Applications of Internet
  - 5.3.3 Connecting to the Internet
  - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
  - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
  - 5.6.1 Popular Search Engines / Search for content
  - 5.6.2 Accessing Web Browser
  - 5.6.3 Using Favorites Folder
  - 5.6.4 Downloading Web Pages
  - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
  - 5.8.1 Using e-governance website

## 6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
  - 6.2.1 What is an Electronic Mail
  - 6.2.2 Email Addressing
- 6.3 Using E-mails
  - 6.3.1 Opening Email account
  - 6.3.2 Mailbox: Inbox and Outbox
  - 6.3.3 Creating and Sending a new E-mail
  - 6.3.4 Replying to an E-mail message
  - 6.3.5 Forwarding an E-mail message
  - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
  - 6.5.1 Using Instant messaging
  - 6.5.2 Instant messaging providers
  - 6.5.3 Netiquettes

## 7. MAKING SMALL PRESENTATIONS

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
  - 7.2.1 Using PowerPoint
  - 7.2.2 Opening A PowerPoint Presentation
  - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation

Page 5

Katwa College ; Basic Computer Training  
Add-On Course

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IQAC  
Katwa College

Signature of the Principal

Principal  
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# KATWA COLLEGE

(Affiliated to the University of Burdwan)

Principal's Office,

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## Katwa College

Katwa, Purba Bardhaman  
WB - 713130



Add-on course  
Basic Computer Training

- 7.3.1 Creating a Presentation Using a Template
- 7.3.2 Creating a Blank Presentation
- 7.3.3 Entering and Editing Text
- 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
  - 7.4.1 Inserting Word Table or An Excel Worksheet
  - 7.4.2 Adding Clip Art Pictures
  - 7.4.3 Inserting Other Objects
  - 7.4.4 Resizing and Scaling an Object
- 7.5 Presentation of Slides
  - 7.5.1 Viewing A Presentation
  - 7.5.2 Choosing a Set Up for Presentation
  - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
  - 7.6.1 Running a Slide Show
  - 7.6.2 Transition and Slide Timings
  - 7.6.3 Automating a Slide Show

### 9. Course Module (Topic wise break up of classes) :

Sl. No.	Chapter	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System	2	4
3.	Understanding Word Processing	2	4
4.	Using Spread Sheet	1	4
5.	Introduction to Internet, WWW and web browsers	2	3
6.	Communications and Collaboration	1	2
7.	Making small presentation	1	2
8.	Tutorial	2	3
<b>Total Hours</b>		<b>12</b>	<b>23</b>

10. Number of registered Students : 576

11. Evaluation Method (if any) : Yes, Viva-Voice

(Mr. Utpal Das)  
IQAC Coordinator  
Katwa College

(Mr. Suraj Sarkar)  
Joint Course Coordinator  
Basic Computer Training  
(Add-on Course, 2023-24)  
Katwa College.

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Katwa College  
Katwa, Purba Bardhaman  
WB - 713130



Add-on course  
Basic Computer Training

KATWA COLLEGE  
Add-On Course  
Basic Computer Training

Programme Schedule (Weekly)  
(Gr.-A)

Date : 29.02.2024

Day	Time	
	03.00 PM – 04.00 PM	04.00 PM – 05.00 PM
Monday	TC (Th.)	TC (Th. / Pr.)
Tuesday	SS (Th.)	SS (Th. / Pr.)
Wednesday	SS (Pr.)	SS (Pr./Tutorial)
Friday	TC (Pr.)	TC (Pr./Tutorial)

SS – Mr. Suraj Sarkar ; TC – Ms. Tania Chatterjee.

Total Theory classes – 2/4 per week  
Total Practical Classes – 4/6 per week  
Total Tutorial Classes – 0/2 per week  
Total class (Th.+Pr.) – 08 hour per week

(Mr. Utpal Das)  
IQAC Co-ordinator  
Katwa College

(Mr. Suraj Sarkar)  
Joint Course Coordinator  
Basic Computer Training  
Add-On Course

(Dr. Nirmalendu Sarkar)  
Principal  
Katwa College

Page 1

Katwa College ; Basic Computer Training  
Add-On Course

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**Add on course: An Introduction to the Advanced Self-Empowerment Skills, 2023-24**

## Banner

**KATWA COLLEGE**

**ADD-ON COURSE**

FOR  
U.G. RUNNING STUDENTS

Organised by  
IQAC, Katwa College  
CONTACT : 7001722941

**Karate & Self  
Defence.**

Session: 2023-24

**Curriculum of the add-on course on Self-defense & Karate training, 2023-24**

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11. **Name of the course:** Self-defense & Karate training.
12. **Introduction/Necessity for starting this course:** Providing an opportunity to college-going students who are interested in learning self-defense and physical exercises.
13. **Specific Objective:** Empowering girls to protect themselves from any unpleasant situation.
14. **Target/Eligibility:** Making a fearless society where girls can protect themselves from danger (for students of 1<sup>st</sup> year, 2<sup>nd</sup> year & 3<sup>rd</sup> year) without being dependent on others.
15. **Intake Capacity (optional):** 300-350 students.
16. **Procedure for teaching/applying the course:**

Procedure for teaching: At first, enrolled students will be sorted out. Then teachers will provide proper classes based on the decided schedule.

Application process: Students can contact the college to enroll in the course.

17. **Duration:** 30 hours
18. **Name/s of the teacher/instructor involved:** Aakash Hazra
19. **Name of the coordinator:** Md. Sariful Islam
20. **Detailed curriculum:**

- V. At the beginning, doing basic P.T. or physical exercises to warm up.
- VI. Practising the proper basic techniques which are needed for basic self-defense.
- VII. Learning the advanced self-defense techniques and making them sharp by doing them again and again.
- VIII. Meditation and Psychological empowerment are the bonuses with this physical course along with punctuality and good manners.

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## Report on An Introduction to the Advanced Self-Empowerment Skills, 2023-24

4. Name of the Course coordinator : Aakash Hazra

5. Hours of Learning : 30 Hours

6. Objectives of the course (3-4 bullet points) :

- 1) Improved Mental Health.
- 2) Improved Physical Health.
- 3) Increased self-confidence.
- 4) Improved Balance in life.
- 5) Increased flexibility.
- 6) Improved Coordination.
- 7) Increased strength.
- 8) Improved Endurance.
- 9) Improved Focus.
- 10) Stress Relief.
- 11) Improved self-Defense Skills.
- 12) Improved Physical Postures.
- 13) Increased Mental Awareness.
- 14) Better Concentration power.
- 15) Improved memory power.
- 16) Enhanced social skills.
- 17) Fun Activity for all ages for mind refreshment.
- 18) Develops Leadership skills.
- 19) Builds Resilience.

7. Course outcome (100-150 words) :

Karate instills discipline in practitioners through its rigorous training regimen, emphasizing respect, focus, and perseverance. The journey of mastering karate requires dedication and commitment, teaching individuals to set goals and work tirelessly towards achieving them. By honing physical and mental strength, karate cultivates a resilient mindset, enabling practitioners to overcome obstacles both on and off the mat. Through consistent practice, students develop self-control, patience, and resilience, which are invaluable traits in navigating life's challenges. The discipline instilled by karate not only fosters success within the dojo but also translates into various aspects of life, empowering individuals to achieve their ambitions with determination and grace.

8. Course syllabus : 1. Warm up / Exercise 2. Punch 3. Blocking technique

4. Attacking hand technique 5. Attacking leg technique 6. Hand & leg Both attacking technique

7. Hand & leg Both technique 8. Karate theoretical Classes 9. Self Defence theoretical Classes

10. Self Defence technique 11. Karate Kata (Artificial fighting technique) 12. Karate Kumite (Fighting)

13. Advanced Karate technique 14. Warm down 15. Meditation

9. Course module (topic wise break up of course in hours; separately for theory and practice in table format)

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Addon course on Land Survey, 2023-24

Banner

The banner features a blue background with a yellow sunburst graphic on the right containing the text "ADD-ON COURSE". On the left, the Katwa College logo is displayed above the text "KATWA COLLEGE". Below this, a white box contains the text "PROGRAM NAME : - LAND SURVEY". Further down, it states "Organised by IQAC, Katwa College FOR ALL U.G. RUNNING STUDENTS" and a yellow box at the bottom indicates "Session: 2023-24".

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## Curriculum of the add-on course on Land Survey, 2023-24

### Syllabus in details:

1 Objective of land surveys, 2 preliminary principle of land surveys. 3, Name of Government agency conducting land surveys. 4 Definition of cadastral survey. 5 Purpose/aim/use/objective of cadastral survey. 6 Terms related to Cadastral Survey- Quadrilateral, Shikmi line, Partal Line, Goda, Chanda, Dhai, Khaka, Thoka line, Trijunction Pillar, Alamat Khatian, Khanapuri, Bhujarat, J.L Number, RS Map, C.S Map, L.R Map, Parcha. 7 General principles of measurement of an area of regular and irregular boundary i. Using instruments (Acre Comb, Planimeter, Digital Planimeter etc.) ii) Mathematical calculation. (division into squares, the mid-ordinate rule, the average ordinate rule, the trapezoidal rule and Simpson's rule.) 8 Balancing of error in area measurement. (Ground measurement and Sheet measurement)

### Practical Content:

1. Survey of a small area. 2. Finding area of a plot from Mouza map using Acre Comb, Planimeter, and Mathematical relations. 3. Balancing of error in area measurement.

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## Report on Land Survey, 2023-24

### Introduction

Setting out is the process of surveying where the positions and levels of buildings, roads, drainages, sewers, and all other engineering projects already marked on a plan are transferred to the ground by a variety of methods and by specifically manufactured instruments or is the process by which information is taken from construction design drawings and then pegs, profiles or other marks are set to control the construction work and to ensure that each element is constructed in the right position and to the correct level.

Setting out is simply the physical transfer of plan into the ground. Setting out can be complex yet simple. For more accurate transfer some engineers use the service of land surveyors to get their setting out right especially in large projects. Setting out is the process of transferring the plan on paper to the actual ground or site of construction. A building is set out in order to clearly define the outline of the excavation and the line of the walls, so that construction can be carried exactly according to the plan. The centre line method of setting out is generally preferred and adopted.

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Add-on Course on Beautician, 2023-24

Banner

**Katwa College**  
*Add on Course*  
**BEAUTICIAN**  
For  
All U.G. Running Semester Students  
Session : 2023 - 2024  
Organized By  
**KATWA COLLEGE IQAC AND CULTURAL DEPARTMENT**

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## Curriculum of the add on course on Beautician, 2023-24

- Product knowledge
- Theory about Professional Makeup
- Colour Connecting Theory
- Traditional Bengali look
- HD makeup
- Reception looks
- Glass finish makeup
- Step by step makeup
- Eye Makeup
- kalka art
- Waterproof makeup
- Self Makeup
- Hairstyle
- Groom Make up for Boys
- All students demonstration

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## Report on Beautician, 2023-24

1. Name of the course: Beautician
2. Department offering this Course: Katwa College Cultural Department
3. Date of Commencement : 15/01/24
4. Name of the Course Coordinator : Dr. Rajesh Chandra Mandal
5. Name of the Course Teacher: Sumita Ghosh
5. Hours of Learning: 30 hours
6. Objectives of the Course :

- ক) হাতে কলমে প্রশিক্ষণের মাধ্যমে একজন দক্ষ cosmetologist হতে সহায়তা প্রদান  
খ) মেকআপ, গ্রুপিং, স্টাইলিং এবং পরামর্শ প্রদানে সহায়তা।  
গ) আত্মনির্ভরশীল হতে সহায়তা।  
ঘ) প্রশিক্ষণ শেষে কর্মসংস্থান, উদ্যোক্তাদের সাথে সংযুক্তি করে দেওয়ার প্রচেষ্টা করা হবে।

### 7. Outcome of the Course:

এই প্রশিক্ষণ কর্মসূচীর শেষে, শিক্ষার্থীদের প্রাপ্তি হবে :-  
সৌন্দর্যের পুজারী আমরা প্রত্যেকেই তাই নিজেকে এবং অন্যদের সৌন্দর্যময়ী রূপে গড়ে তুলতে আমাদের এই প্রশিক্ষণ।  
বিউটিথেরাপিস্ট, মেকআপ আর্টিস্ট,  
হেয়ার স্টাইলিস্ট ইত্যাদির মতো সৌন্দর্যশিল্প উপলব্ধি পাশাপাশি কর্মজীবনের পদার্পণ করবে।  
বিউটিসেলুন গুলিতে নিরাপদ, পরিষ্কার,  
স্বাস্থ্যকর এবং মনোরম পরিবেশ গড়ে তুলতে সহায়তা করবে।  
বিভিন্ন ধরনের প্রসাধনী রমৌলিক নীতি,

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বৈশিষ্ট্য এবং প্রয়োগ এবং ত্বকে তাদের প্রভাব সম্পর্কে জ্ঞান অর্জন করবে। বিউটিথেরাপিতে ব্যবহৃত সরঞ্জাম এবং সরঞ্জাম প্রয়োগ এবং রক্ষণাবেক্ষণের দক্ষতা অর্জন করবে। প্রাথমিকভাবে ত্বকের যত্ন এবং চুলের যত্ন নিতে সক্ষম হবে। ব্যক্তিগতভাবে ও পেশাগতভাবে সৌন্দর্যের বহিরাঙ্গিক প্রদর্শনে সহায়ক হয়ে উঠবে।

## 8. Course Syllabus :

- Product knowledge
- Theory about Professional Makeup
- Colour Connecting Theory
- Traditional Bengali look
- HD makeup
- Reception looks
- Glass finish makeup
- Step by step makeup
- Eye Makeup
- kalka art
- Waterproof makeup
- Self Makeup
- Hairstyle
- Groom Make up for Boys
- All students demonstration

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## 9. Course Module:

Course Syllabus	Course in Hours	Theory	Practical
• Product knowledge	2 hours	1 hours	1 hours
• Theory about Professional Makeup	2 hours	1 hours	1 hours
• Colour Connecting Theory	2 hours	1 hours	1 hours
• Traditional Bengali look	2 hours	1 hours	1 hours
• HD makeup	2 hours	1 hours	1 hours
• Reception looks	2 hours	1 hours	1 hours
• Glass finish makeup	2 hours	1 hours	1 hours
• Step by step makeup	2 hours	1 hours	1 hours
• Eye Makeup	2 hours	1 hours	1 hours
• kalka art	2 hours	1 hours	1 hours

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• Waterproof makeup	2 hours	1 hours	1 hours
• Self Makeup	2 hours	1 hours	1 hours
• Hairstyle	2 hours	1 hours	1 hours
• Groom Make up for Boys	2 hours	1 hours	1 hours
• All students demonstration	2 hours	1 hours	1 hours

10. Number of registered students: 540 (student divided by 3 batches)

11. Evaluation Method : Oral and Practical Exam

12. Report of the Course:

সৌন্দর্য পেশাদারদের বর্তমানে খুব চাহিদা। সকলেই সৌন্দর্যের পূজারী। শুধু নিজেকে সুন্দর হিসেবে নয়, অন্যদেরও সৌন্দর্য ময় বা সৌন্দর্য ময়ী হিসেবে দেখতে পছন্দ করি। তাই মানুষের নিজেদের জীবন ধারা সম্পর্কে আরও সচেতন হওয়ার সাথে সাথে সৌন্দর্য পেশাদারদের প্রয়োজনীয়তাও বেড়েই চলেছে। সেই দিনগুলির বিলুপ্তি ঘটেছে যখন কেবল মহিলারা সৌন্দর্যের যত্নের পণ্য এবং পরিষেবাগুলি কিনতেন, এখন পুরুষরাও এই পরিষেবাগুলি ব্যবহার করতে শুরু করেছে। সুতরাং, একজন বিউটিশিয়ান হিসেবে যদি একটা লাভজনক ক্যারিয়ার পছন্দ হয়, যদি আপনি সৃজনশীল এবং সৌন্দর্য এবং নিখুঁত চেহারা সম্পর্কে উত্সাহী হন, তাহলে কোর্সের অনেক গুরুত্ব রয়েছে। এসব ভাবনা নিয়েই ছাত্রছাত্রীদের পড়াশোনার পাশাপাশি নিখরচায় কোর্স প্র

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শিক্ষণ নিয়ে যাতে স্বনির্ভর হতে পারে সেই দিককে গুরুত্ব দিয়ে কাটোয়াকলেজ সাংস্কৃতিক বিভাগ বিউটিশিয়ান কোর্স চালু করেছে। এই কোর্স ছাত্রছাত্রীদের মধ্যে প্রাথমিক স্তরে বিষয়টি শেখার জন্য উৎসাহ জাগিয়ে তুলবে এবং তারা ভবিষ্যতে একজন বিউটিশিয়ান হিসেবে আত্মবিশ্বাসী হয়ে উঠবে। কলেজের সভাপতিগৃহে উদ্বোধনী অনুষ্ঠানের মধ্যে এই কোর্সটি শুরু হয়েছিল। উদ্বোধনী অনুষ্ঠানে উপস্থিত ছিলেন কলেজ অধ্যক্ষ ড. নির্মলেন্দু সরকার, আইকিউএসিকোঅর্ডিনেটর অধ্যাপক উৎপল দাস, কোর্স কোঅর্ডিনেটর অধ্যাপক রাজেশ চন্দ্র মণ্ডল, কোর্স প্রশিক্ষক সুমিতা সরকার, আর এই কোর্সে ভর্তি হওয়া 627 জন ছাত্রী। উদ্বোধনী সংগীতের ও প্রদীপ প্রজ্জ্বলনের মাধ্যমে অনুষ্ঠানের শুভ সূচনা হয়। তারপর এই কোর্সের গুরুত্ব, তাৎপর্য সম্পর্কে উদ্বোধনী বক্তব্য প্রদান করেন অধ্যক্ষ, ড. নির্মলেন্দু সরকার, কোর্স পরিচালনার বিস্তৃত বর্ণনা করেন আইকিউএসিকোঅর্ডিনেটর অধ্যাপক উৎপল দাস তারপর কোর্স কোঅর্ডিনেটর ও প্রশিক্ষক সৌন্দর্যময় হই ওঠা সম্পর্কে এমন ভাবে আলোচনা করেন ও ডেমো প্রদর্শন করেন যাতে শিক্ষার্থীদের আগ্রহ বাড়বে।

বিউটিশিয়ান কোর্স ক্যারিয়ারের সুযোগ কেমন সেই বিষয়ে চমৎকার আলোচনা করা হয়। শাইউরোপ এবং অন্যান্য উত্তর আমেরিকার দেশগুলির তুলনায় ভারতীয় মানুষের সৌন্দর্যের চাহিদা তিন গুণ বেশি। প্রধান কারণ অবশ্যই সৌন্দর্য বস। এবং সচেতনতা বৃদ্ধির প্রভাব- এই গুরুত্বপূর্ণ বিষয়ে ছাত্রছাত্রীদের সচেতন করা হয়। তারপর এই কোর্সের প্রশিক্ষণের জন্য নির্দিষ্ট ঘর বরাদ্দ হয়। সেই ঘরে সপ্তাহে দুই দিন দুই ঘণ্টা করে ক্লাস চলতে থাকে। তাদের বাস্তব অভিজ্ঞতার মাধ্যমে থিওরী ও প্রাকটিক্যাল প্রশিক্ষণ প্রদান করা হয় প্রতি ক্লাসে। ক্লাস শেষ প্রতিদিন তাদের প্রত্যেকের ব্যক্তিগত ভাবনা চিন্তার ক্রটিগুলো নিয়ে আলোচনা আর কিভাবে আরো নিখুঁত সৌন্দর্যের প্রকাশ করা সম্ভব সেই বিষয়ে আলোচনা করা হয়। পাশাপাশি সারাসপ্তাহ জুড়ে ডিও তৈরিকরে বাড়িতে প্র্যাকটিস করার জন্য কাজ দেওয়া হয়। তারা এই প্রশিক্ষণের পাশাপাশি প্রশিক্ষক হাতে কলমে সঙ্কটিক ও বিয়ে বাড়ির অনুষ্ঠানে অংশগ্রহণ করে সৌন্দর্যের অভিজ্ঞতা প্রদান করে, যেটা তাদের পরম প্রাপ্তি। মাঝে মাঝে অধ্যক্ষ নিজে কোর্স ক্লাসে গিয়ে তাদের সমস্যা আছে কিনা সেই বিষয়ে খোঁজখবর নেন। শিক্ষার্থীরা খুব আনন্দের সঙ্গে বিউটিশিয়ান কোর্সের প্রাথমিক প্রস্তুতি লাভ করে। প্রশিক্ষক, অধ্যক্ষ আর আইকিউএসি মহাশয়ের তত্ত্বাবধানে 30 ঘণ্টা প্রশিক্ষণ শেষে মৌখিক ও প্রাকটিক্যাল পরীক্ষার মাধ্যমে সার্টিফিকেট প্রদান করা হয়। ছাত্রছাত্রীদের আশংকা সাপ

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Katwa College



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ব্রহ্মদানের পর অধ্যক্ষতাদের এই বিষয়ে ক্ষেত্রের যাতনে স্বনির্ভর হতে পারে সেই বিষয়ে সহায়তার চেষ্টা করবেন বলে প্রতিশ্রুতি দেন।

Class Routine:

তিনটি ব্যাচ

প্রথম ব্যাচ : সপ্তাহে দুই দিন সোমবার ও শনিবার (ছুটির দিন বাদে) বিকেল 3 ঘটিকা থেকে

দ্বিতীয় ব্যাচ : সপ্তাহে দুই দিন মঙ্গল ও বৃহস্পতিবার

(ছুটির দিন বাদে) বিকেল 3 ঘটিকা থেকে

তৃতীয় ব্যাচ : সপ্তাহে দুই দিন বুধবার ও শুক্রবার

(ছুটির দিন বাদে) বিকেল 3 ঘটিকা থেকে

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Add on course on Bharatnatyam, 2023-24

Banner

**Katwa College**

*Add on Course*

**BHARATNATYAM**  
For  
All U.G. Running Semester Students

Session : 2023 - 2024

Organized By

**KATWA COLLEGE IQAC AND CULTURAL DEPARTMENT**

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IQAC  
Katwa College

Signature of the Principal

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## Curriculum of the add on course on Bharatnatyam, 2023-24

- हातेकलमेप्रशिक्षणेरमाध्यमेएकजनदक्षनृत्यशिल्लीहतेसहायताप्रदान।
- এইকোর্সটি 30 ঘণ্টারপ্রোগ্রামযাব্যবহারিকএবংতাত্ত্বিকপ্রশিক্ষণপ্রদানকরবে।
- ভারতনাট্যেরপাঠ্যক্রমএমনভাবেতৈরিকরাহয়েছেযাশিক্ষার্থীকেঅবশ্যইউন্নতজ্ঞানেরসাথেশিল্পজগতে  
রমুখোমুখিহতেপ্রস্তুতকরবে।
- নৃত্যজগতেপ্রবেশউৎসাহদানপাশাপাশিআত্মনির্ভরশীলহতেসামান্যসহায়তারপ্রচেষ্টা।
- প্রশিক্ষণশেষেকর্মসংস্থানেরজন্যনৃত্যবিদ্যালয়গুলিরসাথেসংযুক্তিপ্রচেষ্টা।

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## Report on Bharatnatyam, 2023-24

1. Name of the course: Bharatnatyam

2. Department offering this Course: Katwa College Cultural Department

3. Date of Commencement : 15/01/24

4. Name of the Course Coordinator : Dr. Rajesh Chandra Mandal

5. Name of the Course Teacher: Payel Majhi

5. Hours of Learning: 30 hours

6. Objectives of the Course :

- হাতেকলমে প্রশিক্ষণের মাধ্যমে একজন দক্ষ নৃত্যশিল্পী হতে সহায়তা প্রদান।
- এই কোর্সটি 30 ঘণ্টার প্রোগ্রাম যা ব্যবহারিক এবং তাত্ত্বিক প্রশিক্ষণ প্রদান করবে।
- ভারত নাট্যমের পাঠ্যক্রম এমন ভাবে তৈরি করা হয়েছে যা শিক্ষার্থীকে অবশ্যই উন্নত জ্ঞানের সাথে শিল্প জগতে রমুখো মুখি হতে প্রস্তুত করবে।
- নৃত্য জগতে প্রবেশ উৎসাহ দান পাশাপাশি আত্মনির্ভরশীল হতে সামান্য সহায়তার প্রচেষ্টা।
- প্রশিক্ষণ শেষে কর্মসংস্থানের জন্য নৃত্য বিদ্যালয়গুলির সাথে সংযুক্তি প্রচেষ্টা।

7. Outcome of the Course:

এই প্রশিক্ষণ কর্মসূচীর শেষে, শিক্ষার্থীদের প্রাপ্তি হবে :-

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Katwa College



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- একজননর্তকীরফিটনেস, নিরাপদনাচেরঅনুশীলনএবংদক্ষপারফরম্যান্সেরজন্যআঘাতপ্রতিরোধসম্পর্কেসচেতনতাইতিরপ্রচেষ্টা।
- নৃত্যসম্পর্কিতধারণাগতকাঠামোরতাত্ত্বিকবোঝাপড়াইতিরপ্রাথমিকচেষ্টা।
- নাচএবংশৈল্পিকঅনুশীলনেরপ্রতিশিক্ষার্থীদেরমধ্যেবিশ্লেষণাত্মকপদ্ধতিরপরিচয়দান।
- পারফরম্যান্সএবংকোরিওগ্রাফিরপ্রক্রিয়াসম্পর্কেবোঝারউন্নতিপ্রদান।
- শিক্ষার্থীদেরভবিষ্যতেসহযোগিতামূলকএবংসৃজনশীলকাজকরতেউৎসাহদান।
- শিক্ষার্থীদেরকেএকাডেমিকপ্রশিক্ষণএবংবাস্তবঅভিজ্ঞতাপ্রদানেরমাধ্যমেতাদেরনৃত্যএবংনৃত্যসম্পর্কিতক্ষেত্রেক্যারিয়ারগড়তেসাহায্য।

## 8. Course Syllabus :

- ভূমিপ্রণাম, basic মুদ্রা, Bharatnatyam Adavu ( তাত্রা- নাট্রা), রবীন্দ্রনৃত্য।
- Bharatnatyam Pakka Adavu, Padabhedu, নৃত্যহস্ত, ফোকড্যান্স।
- Tadiyambharatnatyam Item.

## 9. Course Module:

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Course Syllabus	Course in Hours	Theory	Practical
• ভূমিপ্রণাম, basic মুদ্রা, Bharatnatyam Adavu (তাট্টা- নাট্টা), রবীন্দ্রনৃত্য।	10 hours	2 hours	8 hours
• Bharatnatyam Pakka Adavu, Padabhedu, নৃত্যহস্ত, ফোকড্যান্স।	10 hours	2 hours	8 hours
• Tadiyambharatnatyam Item.	10 hours	2 hours	8 hours

10. Number of registered students: 46

11. Evaluation Method : Practical Exam

12. Report of the Course:

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ভরতনাট্যমহলপ্রাচীনতমভারতীয়ধ্রুপদীনৃত্যেরফর্মগুলিরমধ্যেএকটি, যা 5000 বছরেরওবেশিপুরনো।এটিরএকটিগৌরবময়অতীতরয়েছেযাভারতেরতামিলনাড়ুরমন্দিরেশুরুহয়েছিল।

নৃত্যএকটিসভ্যসমাজপ্রতিষ্ঠারআগেথেকেইমানুষেরপ্রাথমিকঅভিব্যক্তিএবংযোগাযোগেরমাধ্যমহিসাবেপরিচি  
ত।আমরাবর্তমানেএমনএকযুগেবাসকরছিযেখানেপারফর্মিংশিল্পীদেরশিল্পফর্মেরএকটিশক্তিশালীতাত্ত্বিকবোঝা  
রপ্রয়োজনযাঅনুসরণকরলেকেবলশিল্পফর্মেরজটিলতাগুলিবুঝতেপারবেতাইনয়,  
সামাজিকভাবেএইসম্পর্কেকথাবলারজন্যএকটিশক্তিঅর্জনকরতেপারবে।এইকোর্সছাত্রছাত্রীদেরমধ্যেপ্রাথমিক  
স্তরেবিষয়টিশেখারজন্যউৎসাহজাগিয়েতুলবেএবংনিশ্চিতকরবেযে,  
তারাভবিষ্যতেআত্মবিশ্বাসীশিল্পীহয়েউঠবে।ভারতীয়সংস্কৃতিকেবোঝারজন্যএইকোর্সেরগুরুত্বরয়েছে।এইভাব  
নানিয়েইএইকাজেরযাত্রাশুরুকলেজেরসভাগৃহেউদ্বোধনীঅনুষ্ঠানেরমধ্যেএইকোর্সটিশুরুহয়েছিল।উদ্বোধনী  
অনুষ্ঠানেউপস্থিতছিলেনকলেজঅধ্যক্ষডনির্মলেন্দুসরকার, আইকিউএসিকোঅর্ডিনেটরঅধ্যাপকউৎপলদাস,  
কোর্সকোঅর্ডিনেটরঅধ্যাপকরাজেশচন্দ্রমণ্ডল, কোর্সপ্রশিক্ষকপায়েলমাঝি, আরএইকোর্সেভর্তিহওয়া  
49জনছাত্রী।উদ্বোধনীসংগীতদেরওপ্রদীপপ্রজ্জ্বলনেরমাধ্যমেঅনুষ্ঠানেরশুভসূচনাহয়।তারপরএইকোর্সেরগুরুত্ব  
, তাৎপর্যসম্পর্কেউদ্বোধনীবক্তব্যেপ্রদানকরেনঅধ্যক্ষ, ডনির্মলেন্দুসরকার,  
কোর্সপরিচালনারবিস্তৃতবর্ণনাকরেনআইকিউএসিকোঅর্ডিনেটরঅধ্যাপকউৎপলদাসতারপরকোর্সকোঅর্ডিনে  
টরওপ্রশিক্ষকভরতনাট্যমসম্পর্কেএমনভাবেআলোচনাকরেনওনৃত্যপ্রদর্শনকরেনযাতেশিক্ষার্থীদেরআগ্রহবাড়ে।  
শিক্ষার্থীদেরধীরেধীরেকিভাবেতাদেরশরীরেরভঙ্গি, হাতেরঅঙ্গভঙ্গি,  
অভিব্যক্তিএবংতালেনাচেরশিল্পনিখুঁতকরতেতুলতেহয়সেইবিষয়েপ্রাথমিকধারণাপ্রদানকরেন।তারপরএইকোর্সে  
রপ্রশিক্ষণেরজন্যনির্দিষ্টঘরবরাদ্দহয়।সেইঘরেসপ্তাহেদুইদিনদুইঘণ্টাকরেক্লাসচলতেথাকে।তাদেরবাস্তবঅভিজ্ঞ  
তারমাধ্যমেপ্রাকটিক্যালপ্রশিক্ষণপ্রদানকরাহয়প্রতিক্লাসে,ক্লাসশেষপ্রতিদিনতাদেরপ্রত্যেকেরব্যক্তিগতক্রটিগু  
লোনিয়েআলোচনাআরকিভাবেআরোনিখুঁতকরাসম্ভবসেইবিষয়েআলোচনাকরাহয়।পাশাপাশিসারাসপ্তাহজুড়ে  
ভিডিওতৈরিকরেবাড়িতেপ্র্যাকটিকসকরারজন্যকাজওদেওয়াহয়।তারাএইনৃত্যপ্রশিক্ষণেরপাশাপাশিকলেজেরস  
কলসাংস্কৃতিকঅনুষ্ঠানেঅংশগ্রহণকরতেজপারফরম্যান্সেরঅভিজ্ঞতালাভকরে,  
যেটাতাদেরপরমপ্রাপ্তি।মাঝেমাঝেঅধ্যক্ষনিজেকোর্সক্লাসেগিয়েতাদেরসমস্যাআছেকিনাসেইবিষয়েখোঁজখবর  
নেন।শিক্ষার্থীরাখুবআনন্দেরসঙ্গেভরতনাট্যমেরপ্রাথমিকপ্রস্তুতলাভকরে।প্রশিক্ষক,

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Katwa College



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অধ্যক্ষ আর আইকিউএসি মহাশয়ের তত্ত্বাবধানে

30

ঘণ্টাপ্রশিক্ষণ শেষে প্রাকটিক্যাল পরীক্ষার মাধ্যমে সার্টিফিকেট প্রদান করা হয় ছাত্রছাত্রীদের। আরশংসাপত্র প্রদানের পর অধ্যক্ষ তাদের এই নৃত্যক্ষেত্রে যাতে স্বনির্ভর হতে পারে সেই বিষয়ে সহায়তা করার চেষ্টা করবেন বলে প্রতিশ্রুতি দে ন।

Class Routine:

প্রতি সপ্তাহে মঙ্গল ও শনিবার

(ছুটির দিন বাদে) বৈকাল 3 ঘটিকা থেকে

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Add-on course on Rabindra Sangeet, 2023-24

Banner

**Katwa College**

*Add on Course*

**Rabindra Sangeet**  
For  
**All U.G. Running Semester Students**

**Session : 2023 - 2024**

**Organized By**

**KATWA COLLEGE IQAC AND CULTURAL DEPARTMENT**

Signature of the IQAC Coordinator

**Coordinator**  
**IQAC**  
**Katwa College**

Signature of the Principal

**Principal**  
**Katwa College**



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## Curriculum of the add on course on Rabindra Sangeet, 2023-24

- রবীন্দ্র পরিচয়, রবীন্দ্রসংগীতের গুরুত্ব। রবীন্দ্রসংগীত শিক্ষার প্রয়োজনীয়তা। স্বরলিপি শিক্ষার প্রয়োজনীয়তা। স্বরজ্ঞান তিনটি সরল অলংকার রবীন্দ্রসংগীতের পর্যায়সম্বন্ধে আলোচনা। বিলাবল ও কল্যান ঠাটগাইবার শিক্ষণ। রবীন্দ্রনাথ ঠাকুরের বাল্যজীবনের সংগীতের প্রভাব, ঠাকুর পরিবারের সংগীতের চর্চা, রবীন্দ্রনাথের সংগীত পরিচয়।
- সঙ্গীত, ভারতীয় সঙ্গীতের মুখ্য পদ্ধতি, ধ্বনি, শ্রুতি, স্বর, নাদ, সপ্তক, ঠাট, সম, তাল, তালি, খালি, বিভাস, ছন্দ, মাত্রা, ঠেকা, আরোহ, অবরহ, সম্বন্ধে সংক্ষিপ্ত ধারণা; শুদ্ধ ও বিকৃত স্বরের বিশেষজ্ঞান ও অলংকার একটি পূজা পর্যায়ের সংগীত।
- খাম্বাজ ও কাফি ঠাটগাইবার শিক্ষণ। তালের শিক্ষা- ত্রিতাল, দাদরা, কাহার বা বাম্পক ইত্যাদি। প্রকৃতি পর্যায়ের গান।
- পুরনো তালের অভ্যাসের পরীক্ষা। রাগ - ভৈরব (practical ও থিওরি)। প্রেম পর্যায়ের একটি গান।
- রাগের পুরনো অভ্যাসের পরীক্ষা। অলংকারের শিক্ষা স্বদেশ পর্যায়ের সংগীত।
- পুরনো পূজা, প্রকৃতি, স্বদেশ প্রেম পর্যায়ের গানের পরীক্ষা। পূজা পর্যায়ের গানের শিক্ষা। অলংকার শিক্ষা। তালের অভ্যাসের শিক্ষা।
- অলংকারের শিক্ষা, বিলাবল ঠাট, তাল - বাম্পক, অর্ধ বাঁপ, স্বদেশ পর্যায়ের গানের শিক্ষা
- অলংকারের শিক্ষা, পুরনো গানের অভ্যাস, একতাল, দাদরা, কাহার বা তালের শিক্ষা, পূজা পর্যায়ের গানের শিক্ষা
- তাল, সম - এর শিক্ষা, তালি ও খালি, বিভাগ ও ছন্দের সংক্ষিপ্ত শিক্ষা, আবরহ ও আরোহ এর কাজ, প্রকৃতি পর্যায়ের গানের শিক্ষা।
- বিচিত্র পর্যায়ের গানের শিক্ষা, কাহার বা তালের গান, বাদী, সমবাদী, অনুবাদী, বিবাদী- এর সংক্ষিপ্ত ধারণা।
- রাগ, আশাবরী পরিচয়, পুরনো কাজের অভ্যাস, স্বদেশ পর্যায়ের গানের শিক্ষা।
- পূর্বরাগ ও উত্তররাগ, স্থায়ী, অন্তরাজ্যতি- এগুলির ধারণা স্বরমালিকা স্বরগমগীতকি - উদাহরণসহ চর্চা
- পাঞ্জাবি গানের উদাহরণ, রাগ ও ঠাটের তুলনা, পুরনো গানের অভ্যাস, প্রেম পর্যায়ের গান।
- ভৈরব গানে ছোট খেয়াল, স্বদেশ পর্যায়ের গান, অলংকারের অভ্যাস, পুরনো গানের রেওয়াজ।
- খাম্বাজ রাগ, রবীন্দ্রসংগীতে বাউল - এর প্রভাব, অলংকারের কাজ, প্রেম পর্যায়ের গান।
- আনুষ্ঠানিক পর্যায়ের গান, ইমনরাগ, খাম্বাজ ও কাফি ঠাটগাইবার অভ্যাস।
- নিম্নলিখিত তালে একটি করে গান করার অভ্যাস - ধামার, চৌতাল, সুরফাঁকতাল, একাদশীতাল।
- তানপুরার সুর মেলানোর জ্ঞান, ভানুসিংহের পদাবলীর সংগীত, পূর্বের গান ও রাগের অভ্যাস।
- পুরনো কাজের অভ্যাস, রাগ ও তালের অভ্যাস, প্রকৃতি পর্যায়ের গান। Doubt ক্লিয়ারিং ক্লাস এবং প্র্যাকটিস।

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## Report on Rabindra Sangeet, 2023-24

মানবসেবা, প্রকৃতিপ্রেমকিং বাসমাজসংস্কারেরপথেবিশ্বকবিবীন্দ্রনাথঠাকুরেরগান, রচনাবলীতারুণ্যকেশাশ্বত-  
সুন্দরসত্যেরপথদেখিয়েছে। সামাজিকপ্রেক্ষাপটেদিগন্তান্ত্রবহুতরুণতরুণীআশ্রয়খুঁজেপেয়েছেনবীন্দ্রনাথ। বিশ্বকবিরসুর-  
বাণীতেমন্ত্রমুগ্ধসেইতরুণরানিজেদেরসমর্পণকরেছেনমানবকল্যাণেরপথে। বীন্দ্রনাথেরগান,  
কবিতায়তারখুঁজেচলেছেনমানবমুক্তিরপথ। তবেআধুনিকতারবলয়েপপ, ফোকবাপাশ্চাত্যেরসংগীতেরজোয়ারেগা-  
ভাসানোতরুণপ্রজন্মদিনেদিনেবীন্দ্রসংগীতকেধারণওচর্চাকরাথেকেদূরেসরেযাচ্ছে। যেখানথেকেএইপ্রজন্মকেরবীন্দ্রচেতনতায়ফেরানোরপ্রচেষ্টায়এবং  
ভারতীয়সাংস্কৃতিকমনোভাবাপন্নরাপেগড়েতুলতেনিখরচায়এইকোর্সেরআয়োজনকরাহয়েছেকাটোয়াকলেজসাংস্কৃতিকবিভাগএবং IQAC  
এরযৌথউদ্যোগে। এইকোর্সছাত্রছাত্রীদেরমধ্যেপ্রাথমিকস্তরেগানশেখারজন্যউৎসাহজাগিয়েতুলবেএবংনিশ্চিতকরবেযে,  
তারাভবিষ্যতেআত্মবিশ্বাসীশিল্পীহয়েউঠবে। ভারতীয়সাংস্কৃতিকবোঝারজন্যএইকোর্সেরশুরুহয়েছে। এইভাবনায়ইএইকাজেরযাত্রাশুরু। কলেজের  
সভাগৃহেউদ্বোধনীঅনুষ্ঠানেরমধ্যেএইকোর্সটিশুরুহয়েছিল। উদ্বোধনীঅনুষ্ঠানেউপস্থিতছিলেনকলেজঅধ্যক্ষডনির্মলেন্দুসরকার,  
আইকিউএসিকোঅর্ডিনেটরঅধ্যাপকউৎপলদাস, কোর্সকোঅর্ডিনেটরঅধ্যাপকরাজেশচন্দ্রমণ্ডল, কোর্সপ্রশিক্ষকচৈতালিগোস্বামী,  
আরএইকোর্সভর্তিহওয়া 48 জনছাত্রছাত্রী। উদ্বোধনীসংগীতওপ্রদীপপ্রজ্জ্বলনেরমাধ্যমেঅনুষ্ঠানেরশুভসূচনায়। তারপরএইকোর্সেরশুরু  
তাৎপর্যসম্পর্কেউদ্বোধনীবক্তব্যপ্রদানকরেনঅধ্যক্ষডনির্মলেন্দুসরকার,  
কোর্সপরিচালনারবিস্তৃতবর্ণনাকরেনআইকিউএসিকোঅর্ডিনেটরঅধ্যাপকউৎপলদাসতারপরকোর্সকোঅর্ডিনেটরওপ্রশিক্ষকবীন্দ্রসঙ্গীতসম্পর্কেএমন  
ভাবেআলোচনাকরেনওসংগীতপ্রদর্শনকরেনযাতেশিক্ষার্থীদেরআগ্রহবাড়ে।

বীন্দ্রসঙ্গীতযাসাধারণঠাকুরেরগাননামেপরিচিত, এরনিজস্বছন্দওশৈলীরয়েছে। বীন্দ্রসংগীতশেখারজন্য,  
সেইস্বাদআনারজন্যবিশদবিবরণেরপ্রতিবিশেষমনোযোগপ্রয়োজনএবংতাইএইকোর্সভর্তিহওয়াশিক্ষার্থীকেকিছুমৌলিকরাগএবংশাস্ত্রীয়সঙ্গীতশেখানো  
হবেসেকথাউল্লেখকরেনপ্রশিক্ষকচৈতালিগোস্বামী। তিনিশাস্ত্রীয়ভিত্তিরসাথেওশিক্ষাদেবেন, বিভিন্নরাগ,  
তালইত্যাদিশিখতেসাহায্যকরবেনবলেসকলকেউৎসাহিতকরেন। তাঁরবিশ্বাসগানএবংকণ্ঠশেখারসময়বীন্দ্রসঙ্গীতেরঅর্থশেখাঅপরিহার্য। তারপরএই  
কোর্সেরপ্রশিক্ষণেরজন্যনির্দিষ্টঘরবরাদ্দহয়। সেইঘরেসপ্তাহেদুইদিনদুইঘণ্টাকরেক্লাসচলতেথাকে। তাদেরবাস্তবঅভিজ্ঞতারমাধ্যমেপ্রাকটিক্যালপ্রশিক্ষণ  
প্রদানকরাহয়প্রতিক্লাসে। ক্লাসশেষপ্রতিদিনতাদেরপ্রত্যেকেরব্যক্তিগতক্রটিগুলোনিয়েআলোচনাআরকিভাবেআরোনিখুঁতকরাসম্ভবসেইবিষয়েআলোচ  
নাকরাহয়। পাশাপাশিয়ারাসপ্তাহজুড়েডিডিওতৈরিকরেবাড়িতেপ্র্যাকটিকসকরারজন্যকাজওদেওয়াহয়। তারাএইসংগীতপ্রশিক্ষণেরপাশাপাশিকলেজেরস  
কলসাংস্কৃতিকঅনুষ্ঠানেঅংশগ্রহণকরেস্টেজপারফরম্যান্সেরঅভিজ্ঞতালাভকরে,  
যেটা তাদেরপরমপ্রাপ্তি। মাঝেমাঝেবীন্দ্রঅনুরাগীঅধ্যক্ষনিজেকোর্সক্লাসেগিয়েতাদেরসমস্যাআছেকিনাসেইবিষয়েখোঁজখবরনেন। শিক্ষার্থীরাখুবআন  
ন্দেরসঙ্গেবীন্দ্রসঙ্গীতেরপ্রাথমিকপ্রস্তুতিলাভকরে। প্রশিক্ষক, অধ্যক্ষআরআইকিউএসিমহাশয়েরতত্ত্বাবধানে 30  
ঘণ্টাপ্রশিক্ষণশেষপ্রাকটিক্যালপরীক্ষারমাধ্যমেসার্টিফিকেটপ্রদানকরাহয়ছাত্রছাত্রীদের। আরশংসাপত্রপ্রদানেরপরঅধ্যক্ষতাদেরএইসংগীতেরক্ষেত্রে  
যাতেস্বনির্ভরহতেপারেসেইবিষয়েসহায়তাকরারচেষ্টাকরবেনবলেপ্রতিশ্রুতিদেন।

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Add on course on Elementary French, 2023-24

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**KATWA COLLEGE**  
ADD ON COURSE  
ON  
**ELEMENTARY  
FRENCH**  
FOR ALL UG  
CURRENT SEMESTER  
STUDENTS

SESSION - 2023-24  
DEPARTMENTAL INITIATIVE:  
IQAC, KATWA COLLEGE

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## Curriculum on Elementary French, 2023-24

### FRENCH ADD-ON COURSE AT KATWA COLLEGE, 2023

**Name of the Course:** Elementary French

**Necessity for starting the Course:** Expanding the horizon and career potentialities of the students of the Katwa College

**Specific Objective:** To bestow a basic knowledge of the French Language to all learners with a focus on speaking, listening, writing & comprehension.

**Eligibility:** All current students of Katwa College (Arts, Science & Commerce) & Faculty members who are willing to learn this language.

**Intake Capacity:** Minimum 5 – Maximum 25

**Procedure for Teaching:** Interactive sessions focussing on the aforesaid four essential skills.

**Duration:** 30 hours

**Name of the Teacher:** Dr. Swati Chatterjee, Ex-teacher and pedagogical coordinator of Alliance Française du Bengale

**Name of the Coordinator:**

**Detailed Curriculum/ Frequency of Teaching:** The syllabus will be taught over a period of three and half months from mid January- April 2023, **thrice a week (duration of class : 1 h).**

**Books to be referred:** Cosmopolite 1, Saison 1 & Tech French

#### **DAY 1:**

Communicative objectives: salutations, presenting oneself (name, place of stay, nationality), épelez : nom & prénom

Vocabulary objectives: basic greetings, alphabets & accents

Grammar objectives: verbs s'appeler & être

#### **DAY 2:**

Communicative objectives: presenting oneself (age, parents' names, languages spoken)

Vocabulary objectives: nationalities & numbers 0 -69

Grammar objectives: verbs avoir & " er" group with parler, écouter, habiter etc.

#### **DAY 3:**

Communicative objectives: presenting oneself (describing family), exchange of telephone numbers and email-ids.

Vocabulary objectives: family members, numbers 70- 100

Grammar objectives: adjectives & definite articles, negation

#### **DAY 4:**

Communicative objectives: Preferences

Vocabulary objectives: Révision & colours and seasons

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Grammar objectives: aimer, adorer and détester & indefinite articles

## DAY 5:

Communicative objectives: Presenting oneself (Test)

Vocabulary objectives: filling up a form, professions

Grammar objectives: Révision : adjectives & verb aller

## DAY 6:

Communicative objectives: Buying at a departmental store

Vocabulary objectives: school supplies

Grammar objectives: vouloir & pouvoir

## DAY 7:

Communicative objectives: Buying garments at a departmental store

Vocabulary objectives: men's & women's clothes + winter garments

Grammar objectives: Il faut + verbe à l'infinitif & devoir usage, er verb porter

## DAY 8:

Communicative objectives: Buying at a market place

Vocabulary objectives: fruits / vegetables

Grammar objectives: les articles partitifs

## DAY 9:

Communicative objectives: groceries at a departmental store

Vocabulary objectives: groceries

Grammar objectives: pronom "en"

## DAY 10:

Revision day : grammar

## DAY 11:

Communicative objectives: to speak about hobbies

Vocabulary objectives: hobbies

Grammar objectives: verbs: jouer & faire

## DAY 12:

Communicative objectives: to speak about hobbies part 2

Vocabulary objectives: hobbies

Grammar objectives: verbs: jouer & faire

## DAY 13:

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Communicative objectives: to invite someone for an outing (sportive /cultural)

Vocabulary objectives: places to go out with friends and family

Grammar objectives: aller, regarder, voir, le future proche

## DAY 14:

Speaking skills mock test: Role play in class

## DAY 15:

Communicative objectives: writing a post card

Vocabulary objectives: relevant vocabulary

Grammar objectives: faire, aller, devoir

## DAY 16:

Mock test: comprehension and filling up a form

## DAY 17:

Mock Test: Hobbies & presenting oneself

## DAY 18:

Mock test: comprehension & writing a post card

## DAY 19:

Mock Test: Facing an interview (about oneself, family members, age, phone number mail i.d profession etc.)

## DAY 20:

Speaking skills mock test: Role play in class

## DAY 21:

Culture: Francophonie world

## DAY 22:

Culture: Francophonie world

## DAY 23:

Communicative objectives: ordering at a restaurant

Vocabulary objectives: relevant vocabulary

Grammar objectives: les articles partitifs

## DAY 24:

Communicative objectives: speak of past activities, part 1

Vocabulary objectives: daily life activities

Grammar objectives: le passé composé

## DAY 25:

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Communicative objectives: speak of past activities, part 2

Vocabulary objectives: daily life activities

Grammar objectives: le passé composé

**DAY 26:**

Communicative objectives: speak of past activities, part 3

Vocabulary objectives: daily life activities

Grammar objectives: le passé composé

**DAY 27:**

Communicative objectives: writing a post card

Vocabulary objectives: activities during vacation, weather and seasons

Grammar objectives: l'imparfait (introduction)

**DAY 28:**

Final evaluation: Writing and comprehension skills

**DAY 29:**

Final Evaluation: Speaking skills

**DAY 30:**

Final evaluation: Listening skills

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## Report on Elementary French, 2023-24

Name of the Course: Elementary French

Necessity for starting the Course: Expanding the horizon and career potentialities of the students of the Katwa College

Specific Objective: To bestow a basic knowledge of the French Language to all learners with a focus on speaking, listening, writing & comprehension.

Eligibility: All current students of Katwa College (Arts, Science & Commerce) who are willing to learn this language.

Intake Capacity: Minimum 5 – Maximum 50

Procedure for Teaching: Interactive sessions focussing on the aforesaid four essential skills.

Duration: 30 hours

Name of the Teacher: Dr. Swati Chatterjee, Assistant Professor (History, Katwa College), Ex- professor and pedagogical coordinator of Alliance Française du Bengale

Name of the Coordinator: Dr. Swati Chatterjee, Assistant Professor (History, Katwa College), Ex- professor and pedagogical coordinator of Alliance Française du Bengale

Detailed Curriculum/ Frequency of Teaching: The syllabus will be taught over a period of three from March- May 2024, twice a week (duration of class : 2 h).

### Four Skills: 30 hours

*Listening: 8 hours*

*Speaking: 8 hours*

*Writing: 6 hours*

*Reading & Comprehension: 8 hours*

Study materials to be referred: Cosmopolite 1, Saison 1 & Tech French along with class documents and notes.

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End Course Evaluation: All four skills will be evaluated, each on 25 marks. Total marks of the final exam will be out of 100. Corresponding grades will be given to the students along with the marks for their certificates.

Outcome of the course: After 30 hours of French learning, students have learnt to speak basic French used in daily life to buy stationery items or garments at a departmental store or speak about themselves and their families. They can also understand basic announcements in French (e.g. in a railway station) or enquiries about their personal life. They can read and comprehend basic texts (e.g. post cards) in French in present tense. Finally, they can fill up all types of forms, write about their family members and friends and send invitations to their friends. Overall, the course has boosted the confidence of the students with regard to the foreign language learning skills and hopefully it will stimulate them to further sharpen their skills in this language for more career options or venture in picking up other foreign languages.

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Add on course on आवृत्ति शिक्षा, 2023-24

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অ্যাড অন কোর্স, কাটোয়া কলেজ  
**আবৃতি শিক্ষা**

আয়োজক : বাংলা বিভাগ ও আই কিউ এ সি যৌথ উদ্যোগে  
শিক্ষাবর্ষ: ২০২৩-২৪  
কোর্সের সময় সীমা : ৩০ ঘন্টা

- আবৃত্তির ভিত্তিমূলক তত্ত্ব শিক্ষা।
- বিভিন্ন ধরনের পাঠ ও হাতে কলমে শিক্ষা।
- সঞ্চালনা শিক্ষা।
- আবৃত্তিতে বাচিক অভিনয়।
- কোর্স শেষে সার্টিফিকেট প্রদান।

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## Curriculum of the add on course on **आवृत्ति शिक्षा, 2023-24**

### पाठ्यक्रम

- विस्तारित विषयसूची ও পাঠ পদ্ধতি

#### ইউনিট – ১

খিওরি : কবিতা ও গদ্য পাঠ। গদ্য ও পদ্যের পাঠ পার্থক্য। উচ্চারণ পদ্ধতি বর্ণের শ্রেণীর ভিত্তিতে পাঠের পার্থক্য।

প্রাকটিক্যাল : ছড়া, কবিতা ও গদ্য কবিতা পাঠের বিভিন্ন মাত্রা

#### ইউনিট – ২

খিওরি : ছন্দের প্রকারভেদ। বিভিন্ন ছন্দের নিদর্শনসহ পার্থক্য নির্ণয়, রেজিস্টার বদল

প্রাকটিক্যাল : বিভিন্ন ছন্দের আবৃত্তি ও পাঠ পদ্ধতি, অর্থের ভিত্তিতে গতি ও বিরাম। কবিতার বক্তব্যের ভিত্তিতে রেজিস্টার বদল।

#### ইউনিট – ৩

খিওরি : কবিতার অভিনয়, গলার বৈচিত্র্য, নিয়ন্ত্রণ, অভিনয়ের সীমাবদ্ধতা

প্রাকটিক্যাল : বিভিন্ন কবিতার মাধ্যমে আয়ত্ত করতে হবে কবিতার মধ্যে অভিনয়ের তারতম্য ও সীমাবদ্ধতা, সুরের প্রয়োগ, বর্জন ও বৈচিত্র্য

- পাঠযোগ্য গ্রন্থ

শুধু আবৃত্তির জন্য - ব্রতী বন্দ্যোপাধ্যায়

আবৃত্তি অভিধান – প্রদীপ দাস

নিঃশব্দের তর্জনী - শঙ্খ ঘোষ

গদ্যরীতি পদ্যরীতি - পবিত্র সরকার

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## Report on आवृत्ति शिक्षा, 2023-24

काटोयाकलेजेरअध्यक्षेरउंसाहेएवंगआइकिउएसिओबांगलाविभागेरथोथउदोद्योगेआवृत्तिविषयेरएकटिअ्याडअनकोसेरआयोजनकराहयेछिल।इतिपूर्वेविभिन्नअनुष्ठानेछात्रछात्रीदेरअपरिसीमउंसाहदेखेएइपरिकल्पनाकराहय।आशानुराप१०२जनछात्रछात्रीएइविषयेनामनथिभुक्तकरे।ताराथथेष्टउंसाहनिक्लासकरेछे,अनेकनतुनआङ्गिकओनतुनभावनाचिन्तादियेक्लासगुलिकेमेनोरमआरशिक्षाग्रहणेउपयुक्तकरेतुलेछे।कोर्सकोअर्डिनेटरहिसाबेतादेरअनेकप्रश्नओकौतृहलेरपाशापाशितादेरभितरेसेसुप्तप्रतिभाताएकटुएकटुकरेविकशितहतेदेथि।आशाराथि, भविष्यतेओताराएइविषयेआरओगभीरशिक्षारप्रतिआग्रहीहवे,जीवनेप्रथागतशिक्षारपाशापाशिएइशिक्षातादेरनिजेरपायेदाँडातेसाहाय्यकरवे।एइकोर्सएरशेषेताराओथिकपरीक्षारमाध्यमेउत्तीर्णहयेछेएवंगमहाविद्यालयेरपक्षथेकेतादेरसार्टिफिकेटप्रदानकराहवे।तादेरसर्वाङ्गीनसाफल्यकामनाकरि

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Add on course on নাটকের অভিনয় শিক্ষা, 2023-24

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**KATWA COLLEGE**  
**ADD ON COURSE**  
**'Drama Acting Education'**  
( নাটকের অভিনয় শিক্ষা )  
ALL U.G. RUNNING SEMESTER STUDENTS  
SESSION 2023-2024  
ORGANISED BY  
**KATWA COLLEGE IQAC**  
**AND BENGALI DEPARTMENT**

Curriculum of the add on course on নাটকের অভিনয় শিক্ষা, 2023-24

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Theory Content:

Unit 1	History-Tradition and Basic Concepts of Acting.	3 Hours
Unit 2	Difference between stage acting (journey and play) and big screen and small screen acting.	3 Hours
Unit 3	Stage Decoration, Use of Light and Sound System, Introduction of Greenroom.	4 Hours

Practical:

Unit 4	Successful application of acting techniques through selected plays and dramas.	5 Hours
Unit 5	Pronunciation, use of voice, dialogue delivery and character building.	5 Hours
Unit 6	Body language of acting, make-up, use of recitations and music related to acting, character relationship with plot	5 Hours
Unit 7	The overall presentation of the play and accomplishing it.	5 Hours

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## Report on নাটকের অভিনয় শিক্ষা, 2023-24

1. **NAME OF THE COURSE:** Add on Course on 'Drama Acting Education'

2. **NAME OF THE DEPARTMENT OFFERING THE COURSE:** Bengali

3. **DATE OF COMMENCEMENT:** 01.02.2024

4. **NAME OF THE COURSE COORDINATOR:** Tarasankar Chatterjee

5. **HOURS OF LEARNING:** 30 Hours

6. **OBJECTIVES OF THE COURSE:**

\*To develop acting techniques

\*To enhance emotional expression

\* To build vocal skill

\* To encourage creativity

7. **COURSE OUTCOMES:**

Completing a drama-acting course equips students with robust skills and knowledge, enhancing their acting techniques and emotional range for believable character portrayal. They gain proficiency in script analysis, understanding character motivations, and interpreting subtexts. The course advances physical and vocal abilities, improving body language, movement, and clarity. Students develop heightened creativity and improvisation skills, enabling dynamic and spontaneous performances. Confidence and stage presence are significantly boosted, preparing students to engage and captivate audiences or perform before spectators. They acquire knowledge of professional practices, including auditioning, rehearsal processes, and performance preparation. By developing a personal acting toolkit and a portfolio of diverse performances, students are well-prepared for advanced opportunities in successful acting careers.

8. **COURSE SYLLABUS:**

Total Course Content

30 hours

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Theory Content 10 hours  
Practical 20 hours

Theory Content:

Unit 1	History-Tradition and Basic Concepts of Acting.	3 Hours
Unit 2	Difference between stage acting (journey and play) and big screen and small screen acting.	3 Hours
Unit 3	Stage Decoration, Use of Light and Sound System, Introduction of Greenroom.	4 Hours

Practical:

Unit 4	Successful application of acting techniques through selected plays and dramas.	5 Hours
Unit 5	Pronunciation, use of voice, dialogue delivery and character building.	5 Hours
Unit 6	Body language of acting, make-up, use of recitations and music related to acting, character relationship with plot	5 Hours
Unit 7	The overall presentation of the play and accomplishing it.	5 Hours

## 9. DETAILS OF COURSE MODULE:

SL NO.	COURSE CONTENT	HOUR/S	DATE	TIME
01	History of Drama	1	1.2.24	3 p.m.- 4 p.m.
02	The basic concept of Acting	1	1.2.24	4 p.m.- 5 p.m.

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03	Difference between Melodrama and Drama	1	6.2.24	3 p.m.-4 p.m.
04	Difference between stage acting and acting for the movie	2	7.2.24	3 p.m.- 5 p.m.
05	Difference between stage acting and small screen acting	1	14.2.24	3 p.m.-4 p.m.
06	Stage decoration and details of Greenroom	2	22.2.24	3 p.m.- 5 p.m.
07	Light and sound system	2	1.3.24	3 p.m.- 5 p.m.
08	Application of acting techniques through selected dramas (Part: I)	2.5	6.3.24	3 p.m.- 5:30 p.m.
09	Application of acting techniques through selected dramas (Part: II)	2.5	12.3.24	3 p.m.- 5:30 p.m.
10	Pronunciation and Voice modulation	2	19.3.24	3 p.m.- 5 p.m.
11	Dialogue delivery	1	22.3.24	3 p.m.- 4 p.m.
12	Character building	2	27.3.24	3 p.m.- 5 p.m.
13	Body language during acting	1	3.4.24	3 p.m.- 4 p.m.
14	Make-up and use of recitation	2	10.4.24	3 p.m.- 5 p.m.
15	Music related to acting	1	15.5.24	3 p.m.- 4 p.m.
16	Character relationship with plot	1	18.4.24	3 p.m.- 4 p.m.
17	The overall presentation of a drama (Part: I)	2.5	7.4.24	3 p.m.- 5:30 p.m.
18	The overall presentation of a drama (Part: II)	2.5	10.4.24	3 p.m.- 5:30 p.m.

10. NUMBER OF REGISTERED STUDENTS: 106

11. EVALUATION METHODS (IF ANY): Evaluation through practical commenced on 19.05.2024

12. RESOURCE PERSON (ONLY NAME): Tarasankar Chatterjee and Subhas Mandal

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Add on course on Mushroom Cultivation, 2023-24

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**KATWA COLLEGE**

**ADD- ON COURSE**

**Program Name: MUSHROOM CULTIVATION**

**Organised by**  
**Department of Botany**  
**in Collaboration with**  
**IQAC, Katwa College**

**For**  
**All UG Running Students**  
**Session: 2023-2024**

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## Curriculum of the add on course on Mushroom Cultivation, 2023-24

Name of the course: MUSHROOM CULTIVATION

**Introduction / Necessity for starting of the course:** Mushroom cultivation as a subsidiary occupation provides ample opportunities for sustaining rural livelihood. One of the benefits of mushroom cultivation is their potential contribution to a more sustainable and environmentally-friendly way of farming.

**Specific Objective:** Mushroom production will provide an ideal opportunity for an alternative source of income.

**Eligibility:** H.S. pass.

**Procedure for teaching / applying the course:** Theory 10 hours and 20 hours practical.

**Duration:** 30 hours

**Name/s of the teacher/instructor involve:** Mr. Suwendu Pal, Mr. Saikat Mondal, Mr. Debduth Ghosh.

**Name of the Coordinator:** Mr. Suwendu Pal, Mr. Saikat Mondal

### Detailed Curriculum:

UNIT 1: Introduction (LECTURES 2)

UNIT 2: cultivation Procedure (LECTURES 15)

UNIT 3: Storage and Nutrition (LECTURES 5)

UNIT 4: Food preparation (LECTURES 6)

UNIT 5: Future aspects (LECTURES 2)

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Add on course on Microelectronic Technology and CMOS Implementation, 2023-24

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**KATWA COLLEGE**

Department of Electronics  
&  
IQAC, Katwa College  
Offering  
Add-on course on

**Microelectronic Technology  
and  
CMOS Implementation**

Session: 2023-2024

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## Curriculum of Microelectronic Technology and CMOS Implementation, 2023-24

### Course Outcome:

Students after successfully completion of the course will be able to:

- Get an overview of the different steps of VLSI Technology
- Learn about different bulk and epitaxial semiconductor growth techniques
- Get an idea of different process sequences in NMOS, PMOS and CMOS fabrications
- Learn about advanced imaging and characterization techniques of nanostructure devices.

**Material preparation:** Bulk semiconductor growth, Vertical and Horizontal Bridgeman techniques, Zone melting, Czochralski growth, Gradient freeze technique, Liquid encapsulated Czochralski growth.

**Epitaxial growth:** VPE, LPE, MOCVD and MBE technique, growth of multiple layered structures. Cleaning, Etching, Growth of insulating thin films on Semiconductors, Thermal Oxidation of Si, Growth kinetics of Silicon dioxide films by LPCVD and PECVD techniques.

**Semiconductor doping:** Thermal diffusion and ion-implantation, Annealing, Fabrication of practical ohmic contacts to semiconductors. Deposition of metal films, poly-silicon and nitride deposition, Thermal and electron beam evaporation sputtering. Stick diagram, chip assembly and packaging techniques.

**Process sequence in CMOS fabrication:** n-well and p-well process, Design rules for CMOS layout, CMOS logic.

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**Nanostructure imaging:** Scanning Tunneling Microscopy (STM), Transmission Electron Microscopy (TEM), Scanning Electron Microscopy (SEM), Atomic Force Microscopy (AFM). FESEM, EDX.

## Recommended Books:

1. VLSI technology, S. M. Sze, **McGraw-Hill**
2. VLSI Fabrication Principles: Silicon and Gallium Arsenide, Sorab K. Gandhi, **Wiley**.
3. Basic VLSI Design, Douglas A. Pucknell, **PHI**
4. Physical Principles of Electron Microscopy: An Introduction to TEM, SEM and AEM, R.F. Egerton, **Springer**
5. Characterization of Semiconductor Materials: Principles and Methods, Edited by Gary E. McGuire
6. Optical Characterization of Epitaxial Semiconductor Layers, Gunther Bauer' Wolfgang Richter (Eds.)

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## Report on Microelectronic Technology and CMOS Implementation, 2023-24

**Brief report on Add on course:** Microelectronics engineering is a specialized field of study that focuses on the design, fabrication, and application of small-scale electronic components and circuits. It involves the miniaturization of electronic devices and systems, typically at the micro-scale or nano-scale level. The field encompasses a wide range of technologies, including the design and fabrication of integrated circuits (ICs), semiconductor devices, and microsystems. A student having knowledge and expertise in microelectronics engineering can get opportunities in industries such as semiconductor manufacturing, telecommunications, consumer electronics, healthcare, and research and development. However, the field is dynamic, playing a crucial role in the advancement of technology and the development of innovative electronic devices. After completion of this course, students might be benefited if they are devoted to join in the healthcare divisions, telecommunication industries, consumer electronics and also to grow their own start-up companies. During the course, most of the students have enjoyed the classes and they have gone through spontaneous interactive modes followed by positive student feedbacks.

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Add on course on Applied English Grammar and Comprehension for Competitive Examination, 2023-24

## Banner

**KATWA COLLEGE**  
Department of English

**ADD-ON COURSE**

**APPLIED ENGLISH GRAMMAR AND  
COMPREHENSION FOR COMPETITIVE  
EXAMINATION.**

**Organised by  
IQAC, Katwa College**

**FOR  
ALL U.G. RUNNING STUDENTS**

**Session: 2023-24**

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## Curriculum of Applied English Grammar and Comprehension for Competitive Examination, 2023-24

**10. Name of the course:** Applied English Grammar and Comprehension for Competitive Examination

**11. Introduction / Necessity for starting this course:** To explore basic usage of the

Grammar, Vocabulary and enhance the comprehension ability.

**12. Specific Objective:** Different Career Opportunities.

**13. Target/eligibility:** Running Students [All Departments]

**14. Procedure for teaching / applying the course:** Class Room Teaching [offline mode]

**15. Duration:** 30 hours

**16. Name/s of the teacher/instructor involve:** Dulal Sarkar, Indrani Ray and Pompi Bhattacharya

**17. Name of the Coordinator:** Dulal Sarkar

**18. Detailed Curriculum:**

### **UNIT-I: Vocabulary Usage [8 hours]**

13. Synonyms

14. Antonyms

15. Vocabulary Test

16. Double Synonyms

17. Homonyms

18. One Word Substitution

### **UNIT-II: General Usage [8 hours]**

16. Articles and Preposition

17. Appropriate Preposition

18. Idioms and Phrases

19. Spelling Test

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- 
20. Transformation
  21. Direct and Indirect Speech
  22. Active and Passive Voice

## UNIT-III: Error Detection [8hours]

11. Common Errors
12. Spotting Errors
13. Sentence Improvement
14. Passage Correction
15. Choosing the Correct/ Incorrect Sentence

## UNIT-IV: Comprehension Ability [6hours]

5. Theme Detection
6. Deriving Conclusions From Passage

## Mode of Examination:

Total Marks: 200

Class Test 1 :50 marks

Class Test 2 :50 marks

Final Exam : 100 marks

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Total :200 MARKS

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## Report on Applied English Grammar and Comprehension for Competitive Examination, 2023-24

**19. Name of the course:** Applied English Grammar and Comprehension for Competitive Examination

**20. Introduction / Necessity for starting this course:** To explore basic usage of the

Grammar, Vocabulary and enhance the comprehension ability.

**21. Specific Objective:** Different Career Opportunities.

**22. Target/eligibility:** Running Students [All Departments]

**23. Procedure for teaching / applying the course:** Class Room Teaching [offline mode]

**24. Duration:** 30 hours

**25. Name/s of the teacher/instructor involve:** Dulal Sarkar, Indrani Ray and Pompi Bhattacharya

**26. Name of the Coordinator:** Dulal Sarkar

**27. Detailed Curriculum:**

### **UNIT-I: Vocabulary Usage [8hours]**

19. Synonyms

20. Antonyms

21. Vocabulary Test

22. Double Synonyms

23. Homonyms

24. One Word Substitution

### **UNIT-II: General Usage [8 hours]**

23. Articles and Preposition

24. Appropriate Preposition

25. Idioms and Phrases

26. Spelling Test

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- 
- 27. Transformation
  - 28. Direct and Indirect Speech
  - 29. Active and Passive Voice

### UNIT-III: Error Detection [8hours]

- 16. Common Errors
- 17. Spotting Errors
- 18. Sentence Improvement
- 19. Passage Correction
- 20. Choosing the Correct/ Incorrect Sentence

### UNIT-IV: Comprehension Ability [6hours]

- 7. Theme Detection
- 8. Deriving Conclusions From Passage

### Mode of Examination:

Total Marks: 200

Class Test 1 :50 marks

Class Test 2 :50 marks

Final Exam : 100 marks

---

Total :200 MARKS

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## Report on Applied English Grammar and Comprehension for Competitive Examination, 2022-23

1. Name of the course: Applied English Grammar and Comprehension for Competitive Examination

2. Department offering this course: English

3. Date of commencement: 15/01/24

4. Name of the Course coordinator: Dulal Sarkar

5. Hours of Learning: 30 Hours

6. Objectives of the course (3-4 bullet points):

- . Different Career Opportunities.
- . Fundamental knowledge regarding Grammar
- . Increase vocabulary
- . Improvement of comprehensive passage.

7. Course outcome (100-150 words):

Applied grammar instruction differs from traditional grammar teaching in that the primary instructional goal is to accelerate language learning by focusing on the form, function, and meaning of foundational grammar skills that are essential for reading comprehension and academic writing. English Grammar and Composition helps aspirants to prepare for various competitive examinations. The book comprises of exercises that not only helps candidates improve their proficiency in English, but also educate them about the proper usage of grammar. In today's competitive world, having a strong vocabulary is crucial for success in various areas of life. Whether it's competitive exams, language proficiency tests, professional communication, or personal growth, a diverse vocabulary plays a significant role in helping you excel.

8. Course syllabus:

UNIT-I: Vocabulary Usage [8hours]

25. Synonyms

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- 
26. Antonyms
  27. Vocabulary Test
  28. Double Synonyms
  29. Homonyms
  30. One Word Substitution

## UNIT-II: General Usage [8 hours]

30. Articles and Preposition
31. Appropriate Preposition
32. Idioms and Phrases
33. Spelling Test
34. Transformation
35. Direct and Indirect Speech
36. Active and Passive Voice

## UNIT-III: Error Detection [8 hours]

21. Common Errors
22. Spotting Errors
23. Sentence Improvement
24. Passage Correction

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## 25. Choosing the Correct/ Incorrect Sentence

### UNIT-IV: Comprehension Ability [6hours]

#### 9. Theme Detection

#### 10. Deriving Conclusions From Passage

#### 37. Course module (topic wise break up of course in hours; separately for theory and practice in table format)

UNIT	TITLE	TOPIC	ALLOTTED CLASS	HOURS
UNIT-I	Vocabulary Usage	7. Synonyms 8. Antonyms 9. Vocabulary Test 10. Double Synonyms 11. Homonyms 12. One Word Substitution	Dulal Sarkar	8hours
UNIT-II:	General Usage	8. Articles and Preposition 9. Appropriate Preposition	Pompi Bhattacharya	8hours

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		<b>10. Idioms and Phrases</b> <b>11. Spelling Test</b> <b>12. Transformation</b> <b>13. Direct and Indirect Speech</b> <b>14. Active and Passive Voice</b>		
<b>UNIT-III</b>	<b>Error Detection</b>	<b>6. Common Errors</b> <b>7. Spotting Errors</b> <b>8. Sentence Improvement</b> <b>9. Passage Correction</b> <b>10. Choosing the Correct/ Incorrect Sentence</b>	<b>Dulal Sarkar</b>	<b>8hours</b>
<b>UNIT-IV:</b>	<b>Comprehension Ability</b>	<b>3. Theme Detection</b> <b>4. Deriving Conclusions From Passage</b>	<b>Pompi Bhattacharya</b>	<b>6hours</b>

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10. Number of registered Students: 245

11. Evaluation methods of any:

Mode of Examination:

Total Marks: 200

Class Test 1 : 50 marks

Class Test 2 : 50 marks

Final Exam : 100 marks

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Total : 200 MARKS

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Add on course on Qualitative Research in Geography: Methods of Data Collection & Analysis, 2023-24

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**KATWA COLLEGE**

Department of Geography

ADD-ON COURSE ON

Qualitative Research in Geography: Methods of Data Collection & Analysis

Session: 2023-2024

Organized by IQAC, Katwa College

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## Curriculum of Qualitative Research in Geography: Methods of Data Collection & Analysis, 2023-24

1. **Name of the course:** Qualitative Research in Geography: Methods of Data Collection & Analysis
2. **Introduction/Necessity for starting this course:** Data collection, analysis, and interpretation technique is one of the most significant methodological orientations of geographical education and research. As the researcher of anthropocentric spatial science, geographers deal with qualitative methods and techniques. Concerning this, the entitled add-on course is necessary in the teaching-learning process of geography to enhance the students' knowledge on the theoretical aspects of the methods of collection and analysis of data in qualitative research as well as to apply those theoretical knowledge in practical field *i.e.* in the socio-economic field survey and researches.
3. **Specific Objective:** The objectives of the entitled add-on course are to
  - i. Fulfillment of the students' understanding on the theoretical bases of data collection and analysis in qualitative research.
  - ii. Justify the students' orientation towards the field study and anthropocentric research.
  - iii. Build up an integration between theoretical geography and its applied part through classroom teaching-learning process and field visits also.
  - iv. To reveal the holistic approach about the man-environmental relationship.
4. **Target/eligibility:** Geography Honours students
5. **Intake capacity:** All Semester students of Geography
6. **Procedure for teaching /applying the course:** Theory classes (lecture method, use of ICT), Practical class (field study), Comprehensive evaluation (Project report).
7. **Duration:** 30 hours
8. **Name of the teacher/instructor involve:** Smt. Madhumita Sen  
Sri Tanmoy Basu

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Sri Toton Ghosh

9. Name of the Coordinator: Smt. Madhumita Sen

10. Detailed Curriculum:

Unit	Topic	No of Classes (1hr/class)
1	Perspective in Geographic research: Types of research, Needs for inter-disciplinary research, Concept of hypothesis, research problem.	2
2	Methods of data collection: Questionnaire, Interview, Focus Group Discussion, Ethnographic Studies, Case Studies, Hybrid method.	5
3	Sampling techniques: Probability and Non-probability types.	2
4	Preparation of questionnaire	2
5	Field Survey	10
6	Data analysis: Concept of questionnaire validation, data reliability and normality, text coding method	5
7	Non-parametric statistics and its application in qualitative data analysis.	2
8	Project report submission based on field survey & viva-voce	2

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## Report on Qualitative Research in Geography: Methods of Data Collection & Analysis, 2023-24

**Department:** Geography

**Course co-ordinator:** Madhumita Sen

**Duration:** 3 months (February, 2024 – May, 2024)

**Date of commencement:** 10.02.2024

**Hours:** 38

**Total students:** 96

### Objectives:

- Fulfillment of the students' understanding on the theoretical bases of data collection and analysis in qualitative research.
- Justify the students' orientation towards the field study and anthropocentric research.
- Build up an integration between theoretical geography and its applied part through classroom teaching-learning process and field visits also.
- To reveal the holistic approach about the man-environmental relationship.

**Outcome:** The course curriculum includes both theory & practical class. Students have learned how to prepare questionnaire for different types of qualitative research, how qualitative data is coded & analysed statistically & how to write report. When to apply non-parametric test, why data validation is necessary was the part of the curriculum. All the students had carried field work in Katwa municipality area for SWOT analysis, place attachment studies & prepared their own report, had been submitted during exam. At the end of the course MCQ exam & practical exam has been conducted to assess the overall learning outcome of the course where students performed very good.

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## Detailed Curriculum:

Unit	Topic	No of Classes (1hr/class)
1	Perspective in Geographic research: Types of research, Needs for inter-disciplinary research, Concept of hypothesis, research problem.	2
2	Methods of data collection: Questionnaire, Interview, Focus Group Discussion, Ethnographic Studies, Case Studies, Hybrid method.	5
3	Sampling techniques: Probability and Non-probability types.	2
4	Preparation of questionnaire	2
5	Field Survey	10
6	Data analysis: Concept of questionnaire validation, data reliability and normality, text coding method	5
7	Non-parametric statistics and its application in qualitative data analysis.	2
8	Project report submission based on field survey & viva-voce	2

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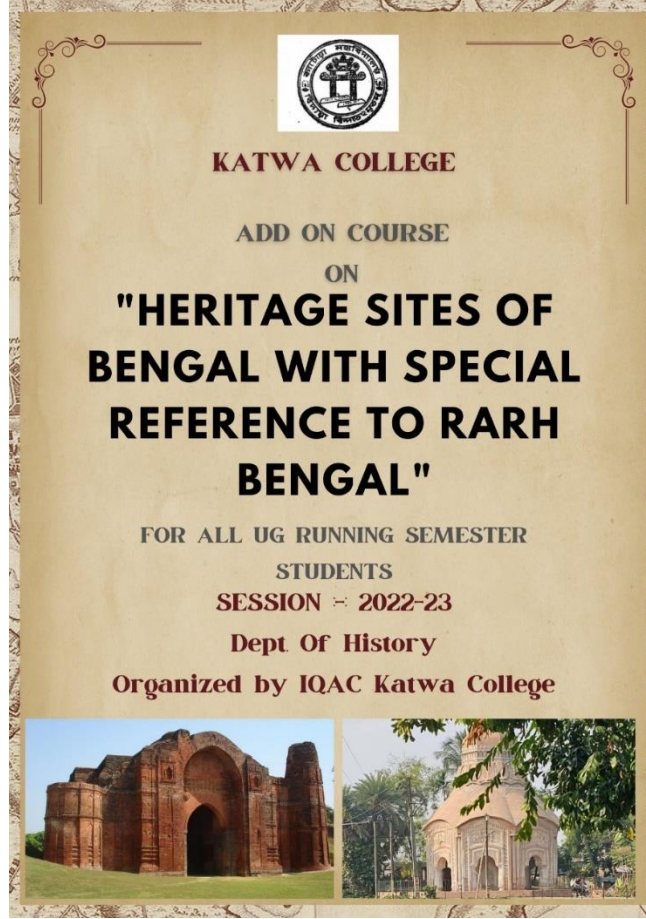
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**Add on course on Heritage Sites of Bengal with special reference to Rarh Bengal, 2023-24**

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## Curriculum of Heritage Sites of Bengal with special reference to Rarh Bengal, 2023-24

Detailed Curriculum:

- i) Definition of heritage site, importance of heritage sites, their importance from the point of view of tourism
- ii) Introduction to the important heritage sites of Bengal particularly Rarh Bengal
- iii) Temple architecture of the region including Buddhist and Jain heritage sites with special reference to Unesco World Heritage Site of Bishnupur
- iv) Heritage sites of the Sultanate with special reference to Gour and Pandua
- v) Unesco World Heritage Site Visva-Bharati

Special requirement: Arrangements for one field trip to any nearby heritage site

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## Report on Heritage Sites of Bengal with special reference to Rarh Bengal, 2023-24

1. Name of the course: Heritage Sites of Bengal with Special Reference to Rarh Bengal
2. Department : History
3. Date of Commencement : 11.03.2024
4. Name of the course coordinator : Tupur Banerjee
5. Hours of Learning : 30 hours
6. Objectives of the course :
  1. To familiarize students with the historical and cultural importance of Bengal, specially Rarh Bengal
  2. To familiarize students with the tourism potential of these sites.
7. Course outcome : To develop an understanding and appreciation for the heritage sites of the region among the students and nurture their interest in the sites along with their history and culture and also channelize their interest towards tourism potential and better management of these sites.
8. Course Syllabus:
  - I) Definition of heritage site, importance of heritage sites, their importance from the point of view of tourism
  - II) Introduction to the important heritage sites of Bengal particularly Rarh Bengal
  - III) Temple architecture of the region including Buddhist and Jain heritage sites with special reference to Unesco World Heritage Site of Bishnupur
  - IV) Heritage sites of the sultanate with special reference to Gaur and Pandua

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V) Unesco World Heritage Site Visva-Bharati

9.

Modules	Hour
1. Definition of heritage site, importance of heritage sites, their importance from the point of view of tourism	4
2. Introduction to the important heritage sites of Bengal particularly Rarh Bengal	8
3. Temple architecture of the region including Budhhist and Jain heritage sites with special reference to Unesco World Heritage Site of Bishnupur	8
4. Heritage sites of the sultanate with special refence to Gaur and Pandua	5
5. Unesco World Heritage Site Visva-Bharati	5

10. Number of registered students : 119

11. Evaluation method if any : 100 marks test

12. Resource persons : Swati Chatterjee

Anup Polley

Rabiranjana Sen

Munmun Biswas

Tupur Banerjee

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Add on Course on An Introduction to the Advance Self-Empowerment, 2023-24

## Banner

The banner features a central text area with a light orange background, flanked by green geometric shapes. At the top, the Katwa College logo is repeated on both sides. The text reads: 'KATWA COLLEGE', 'ADD ON COURSE', 'AN INTRODUCTION TO THE ADVANCE SELF EMPOWERMENT.', 'For ALL U.G. RUNNING SEMESTER STUDENTS', 'SESSION 2023-2024', 'ORGANISED BY', 'KATWA COLLEGE IQAC AND MORNING SECTION'. Below the text are four small illustrations: a group of women on stairs, a hand holding a 'KATWA' sign, a man and woman talking, and a woman in a blue dress performing a yoga or dance pose.

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## Curriculum of the add on course on An Introduction to the Advance Self-Empowerment, 2023-24

25. Name of the course: **An Introduction to the Advanced Self-Empowerment Skills**

26. Introduction /Necessity for starting this course: Being a college situated at a suburban place, Katwa College attracts a massive number of students. This course will make students aware of laws and policies of the government. It will provide them an opportunity to self-improve themselves under the right mentor-ship.

27. Specific Objective: Making students aware of the laws and policies of both of the state and central governments.

28. Target/eligibility: Taking admission in the UG programmes of Katwa College

29. Intake capacity: (optional)

30. Procedure for teaching / applying the course:

31. Duration: 30 hours

32. Name/s of the teacher / instructor involve: Biswajit Mondal, Chitrita Mondal,  
Madhumita Ghosh

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Add on course on Benefit of basic yogasana in our daily life, 2023-24

## Banner

**KATWA COLLEGE**




Add on course

**Benefit Of Basic Yogasana In Our Daily Life**  
*For all UG running semester students*

**Session: 2023-24**

**(B.Ed Dept)**

Organized by IQAC, Katwa College



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## Curriculum of Benefit of basic yogasana in our daily life, 2023-24

Introduction -: "A sound mind in a sound body"

Necessity for starting these course: Yoga is not a religion, it is a way of living that aims towards a healthy mind in a healthy body.

Specific Objective: Man is a physical, mental and spiritual being; yoga helps promote a balanced development of all the three.

Detailed Curriculum: Theory What is yoga? History of yoga. Mudra hand mudra & yog mudra  
জলনেতি, ধৌতি Basic pranayam

Practical বিভিন্ন রোগের বিভিন্ন yog & pranayam এর তালিকা with practice Meditation With diet chart

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## Report on Benefit of basic yogasana in our daily life, 2023-24

योगাসন এর একটি অ্যাড অন কোর্স সম্পন্ন হয় 2024 সালে 350 জন ছাত্র ছাত্রী নিয়ে, যা ছিলো 30 ঘণ্টার একটি কোর্স। কাটোয়া কলেজ কর্তৃপক্ষ, প্রিন্সিপাল স্যার এবং IQAC coordinator কোর্সটি উদ্বোধন করেন। কোর্সটি চালু হয় মার্চ মাস থেকে এবং আনুষ্ঠানিক ভাবে শেষ হয় 21th জুন যোগ দিবস পালনের মধ্য দিয়ে। সেদিন একটি পরীক্ষা নেওয়া হয় এবং প্রদর্শনীর মাধ্যমে আমরা কোর্স টি সম্পন্ন করি। প্রায় প্রত্যেকেই এই অনুষ্ঠানে অংশগ্রহণ করেন যার উপস্থিতির হার আমি লিপিবদ্ধ করেছি।

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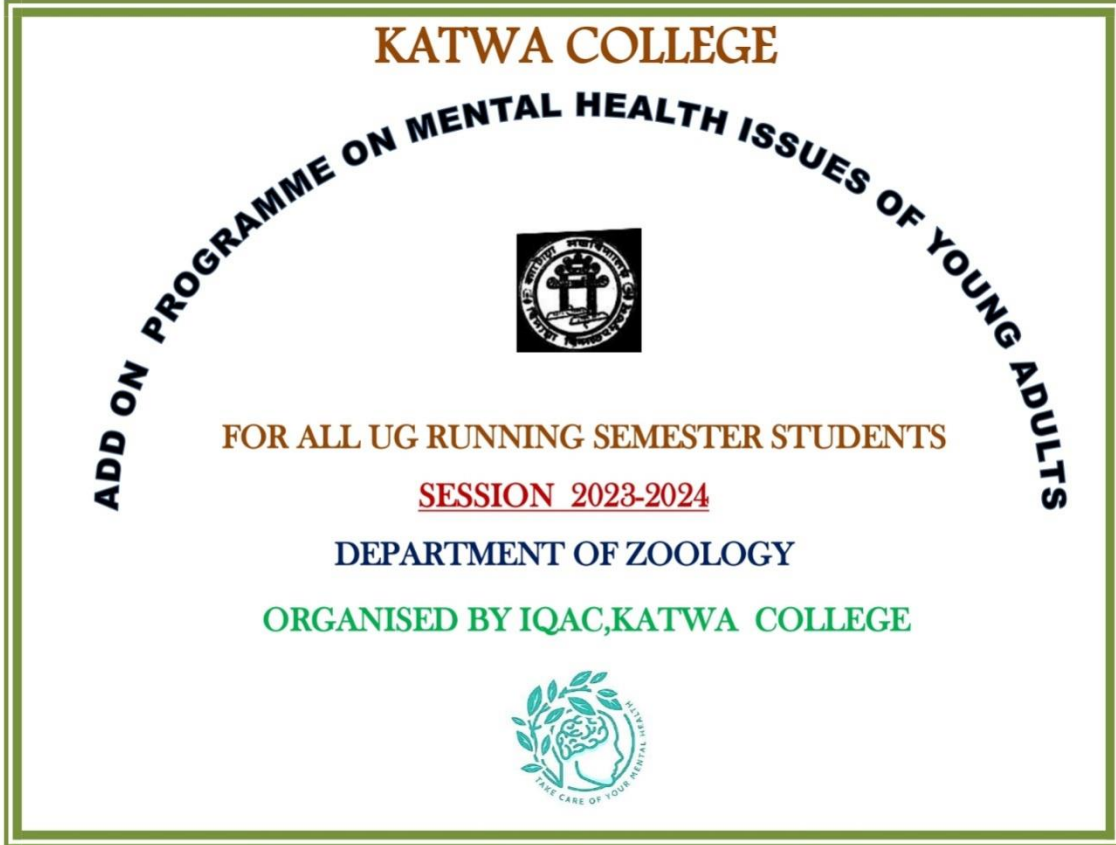
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Addon Course on Mental Health Issues of Young Adults, 2023-24

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## Curriculum of the add-on course on Mental Health Issues of Young Adults, 2023-24

### Objectives:

To understand Mental health problems

To enhance coping strategies to overcome problems

To manage day to day stress

To demonstrate hands on experience on different Mental health care centres

Eligibility all running students of college including BEd students.

Theory content 20 hours

Practical case study discussion 5 hours

Health Care visit 5 hours Total 30 hours

Total intake 100 students

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## Report on Mental Health Issues of Young Adults, 2023-24

13. Course Name of the course: Add on Course on Mental Health Issues of Young Adults

14. Name of the Department offering the course: Zoology

15. Date of commencement: 15/01/2024

16. Name of the Course Coordinator: Arup Mitra

17. Hours of Learning: 30 Hours

18. Objective of the course:

\*To understand Mental Health

\*To get knowledge about different types of mental health issues

\*To enhance coping strategies to overcome problems

\*To manage day to day stress

\*To demonstrate hands on experience on different mental health care and stress management centre and cases.

7. Course out comes: After experience of theory as well as practicum learners

Have generated a sensitization and awareness about mental health particularly among young adults means college and university level students. They can able to understanding about different types of stresses and also can adapting or coping such stresses. After learning this course students know about several adverse effect of substitute abuse like, alcohol, drugs, tobacco etc. They have developed the positive relationship with family members, friends, work place, future life mate. Students have experienced different types of case who are suffering from mental health problems in a reputed mental health institute during their field visit.

8. Course Syllabus: Total Course Content

30 hours

Theory Content 20

Practical case study discussion

5 hours

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Mental Health & Stress management centre visit 5 hours

## Details of Curriculum

### Theory

1. Definition, Concept & meaning of Mental Health 1 hour
2. Relationship between mental health & physical health 1 hour
3. Young adulthood and mental health issues – psycho social views 2 hours
4. Psychological disorders arising in young adults' hoods 1 hour
5. Deferent types of stress found in particular age goon Stress in carries opportunity 2 hours
6. Neurotic disorders – OCD, panic disorders Anxiety 2 hours
7. Psychotic disorder- MDPD, Bipolar disorders, Schizophrenia, paranoid thanking 2 hours
8. Psychological eating disorders Bulimia nervosa, Bulimia Anorexia 1 hour
9. Substance –use disorders- drug tobacco and alcohol addiction & de addiction 2 hours
10. Help seeking behaviours 1 hour
11. Mental health & virtual world 1 hour
12. Mental Health and life style related diseases 1 hour
13. Coping strategies- for stress management 1 hour
14. Relationship with parents 1 hour

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15. Role of counselling in Mental Health Issue 1 hour

### Practicum

1. One case study related with mental health issue 5 hours

2. Visit of any mental health care or stress management centre, like Yoga centre, Music therapy centre, occupational therapy centre 5 hour

Mode of Evaluation Therapy 80 Marks

Practicum (Case study and Field visit participation)

10. Number of registered students: 81

11. Evaluation methods of any: Evaluation through Viva & Group Discussion commenced on 30/05/2024

12. Resource Person

Report on Outreach Programme of students of Add on Course on Mental Health Issues of Young adults' students of Katwa College

An out-reach programme conducted by Katwa College at Society for Mental Health Care, Ananda Niketan PO & Village Khajurdihi Katwa block on I, a reformed residential mental health care centre. 16 students under guidance of Sri Arup Mitra Faculty of this college & Convener of above mentioned Add on course participated such field visit cum outreach programme on 30/05/2024. They visited different wings of this organization like shelter home for boys and girls of children with special needs, special school for CwSN, Mental Health Centre, vocational units (Carpentry, Handlooms, Handicraft, Animal husbandry, machine tools) etc. They also interacted with Psychologists, Special Teachers and other rehabilitation personnel including some inmate of this organization. Students have accumulated knowledge about disabilities and mental health. Such programme is beneficial for sensitisation and awareness about such socially disadvantage people of society.

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Add on course on Business Ethics, 2023-24

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1. Name of the course: Business Ethics
2. Department offering this course: Philosophy
3. Date of commencement: 5<sup>th</sup> February 20234
4. Name of the course coordinator: Prakash Mondal
5. Hours of Learning: 30 hours
6. Objective of the course:
  - To explain the idea of Business ethics.
  - To make expert about the concept of business.
  - To learn how to build a fruitful relationship between boss and employee.
  - To provide an understanding of the concepts and practices in the area of Business Ethics
  - To make knowledge How to handle ethical dilemmas in Business?

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7. Course outcome:

- Appraise the need for ethics in business and identify the issues involved in business ethics
- Examine the various issues relating to ethics at workplace. gender sensibility and guidelines for managing ethics at workplace.
- Discuss the role and principles of ethics for creating ethical accounting environment and the ethical conflict resolution.
- Describe the various ethical issues with reference to marketing and the role of Consumer Protection Councils in India.
- Demonstrate the accepted etiquette in the business context especially socio-economic behavior.

8. Course syllabus:

9. Course module

10. Number of registration student: 88

11. Evaluation methods: viva voce

12. Resource persons: NA

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Add on course on Studies and Fabrication of Power supply, 2023-24

**KATWA COLLEGE**  
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**Add-On Course on  
Studies and Fabrication of  
power supply**

**ORGANIZED BY - DEPARTMENT OF PHYSICS  
KATWA COLLEGE, SESSION - 2023-24**

1. Name of the course: **Studies and Fabrication of power supply**
2. Introduction/Necessity for starting this course: Almost all electrical instruments used in our everyday life are powered by power supply. Different instruments have different power consumption. That is why different instruments require different power supply. **A cathode ray oscilloscope is required for studying power supply.**
3. Specific Objective: Students would have enough knowledge about power supply as well as in theoretical and practical by

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hands-on-training program. This may help the students for self-employment.

4. Target/eligibility: To make the students self-employed.
5. Intake capacity: (optional) 30
6. Procedure for teaching/applying the course: Studying and characterization
7. Duration: 30 hours
8. Name of the teacher/instructor involves: Bharat Chandra Dalui and Debakinandan Majee
9. Name of the Coordinator: Bharat Chandra Dalui
10. Detailed Curriculum:

Time (Hours)	Discussion about
5	Transformer
5	Rectification
5	Filtration
5	Fabrication and characterization of power supply
10	Commercial packaging

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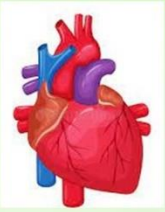
**Add on course on General Awareness and Management: Cardio-Respiratory Disorders, 2023-24**

## Banner








# KATWA COLLEGE

Add On Course  
**“GENERAL AWARENESS AND MANAGEMENT :  
Cardiorespiratory Disorders”**  
Session: 2023-2024  
Organised by  
Department of **PHYSIOLOGY**  
IQAC, Katwa College



### Detailed Curriculum

- ✓ Determination of Various cardio-respiratory Parameters
- ✓ Management of different **Cardiovascular diseases**
- ✓ Determination of Body composition & Obesity
- ✓ Hands on training on ECG
- ✓ Measurement of Obstructive **Pulmonary diseases**
- ✓ Importance of **Blood Donation**



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## Curriculum of General Awareness and Management: Cardio-Respiratory Disorders, 2023-24

1. Name of the course: **General Awareness and Management: Cardio-Respiratory Disorders**
2. Introduction / Necessity for starting this course: For health awareness
3. Specific Objective: To learn to manage heart- lung disease
4. Target /eligibility: For students of Science stream (Pure and Bio) and NCC students only
5. Intake capacity: (optional)
6. Procedure for teaching / applying the course: Theory, practical and ICT
7. Duration: 30 hours
8. Names of the teacher/instructor involves: Monoj Kumar Chowdhury, Subhasree Sana, Dr. Anindita Singha Roy, Amalesh Mondal, Chandan Banerjee.
9. Name of the Coordinator: Dr. Anindita Singha Roy
10. Detailed Curriculum:
  - Management of various cardiovascular disorders.
  - Determination of different cardiovascular parameters
  - Importance of blood donation.

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## Report on General Awareness and Management: Cardio-Respiratory Disorders, 2023-24

The Add-on course on **General Awareness and Management: Cardiorespiratory Disorders** was organised by the Department of Physiology and IQAC, Katwa College under the Co-ordinatorship of Dr. Anindita Singha Roy, Assistant Professor, Department of Physiology, Katwa College with participation of twenty two (22) registered students. The course was aimed to develop basic and general awareness about cardiorespiratory parameter, electrocardiogram (ECG), cardiorespiratory diseases and their management. Special emphasis was given to develop general idea about blood donation and blood grouping. Learning outcome included gathering of knowledge and hands on training (as far as practicable) on the above mentioned topics as well as on some basic idea of dietary assessment. All the students were performed very well in the evaluation process (viva voce).

<b>Name of the Course</b>	:	General Awareness and Management: Cardiorespiratory Disorders
<b>Department offering the course</b>	:	Physiology
<b>Date of commencement</b>	:	01.02.2024
<b>Name of the Course Coordinator</b>	:	Dr. Anindita Singha Roy
<b>Hours of Learning</b>	:	30 hours

### Objective of the Course:

The objective of the above mentioned Add on course are

- ✓ To improve general awareness about cardiorespiratory parameters
- ✓ To learn determination of basic cardiorespiratory parameter and ECG
- ✓ To improve basic knowledge on cardiorespiratory disease and management
- ✓ General awareness on blood donation
- ✓ Importance of blood grouping

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## Course outcome

From this Add on course undergraduate students learned some basic anatomy of heart and lungs and about some cardiorespiratory diseases as well as their management.

We all know that physical fitness, proper diet are most important components to maintain individuals' wellbeing. From this course students obtained a brief idea regarding types, importance, assessment of physical fitness, body surface area, body mass index (BMI) etc.

Undergraduate students performed some basic practicals on measurement of Heart Rate, Blood pressure, ECG, obstructive pulmonary disease evaluation and physical fitness assessment. They also got some knowledge about proper diet plan, blood grouping and blood donation.

## Course syllabus:

### Module 1: Cardiorespiratory Fitness and human Health

- Introduction to heart & lung
- Determination of Heart rate and Blood Pressure
- Determination of obstructive pulmonary disease
- Fitness: Definition, Types, Assessment, Importance
- Human Health and Fitness

### Module 2: Calorie calculation & Diet Plan

- Obesity- Brief idea.
- Measurement of BSA, BMI, Waist hip ratio
- Calculation of required calorie, recommended calorie of a person
- Diet plan

### Module 3: Assessment and management of Cardiorespiratory diseases

- Brief idea about various types of cardiorespiratory Diseases

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- Management of cardiorespiratory Diseases
- Assessment of cardiorespiratory Diseases
- Hands on training on ECG

## Module 4: Importance of Blood donation

- General idea about circulatory system
- Blood: Composition, Functions
- Blood group: Determination and Importance
- Brief Idea about blood donation
- General awareness regarding blood donation

## Course module (topic wise breakup):

Module name	Detailed Topic	Theory (Hours)	Practical (Hours)
<u>Module 1: Cardiorespiratory Fitness and human Health</u>	• Introduction to heart & lungs.	1	
	• Determination of Heart rate and Blood Pressure.	1	2
	• Determination of obstructive pulmonary diseases.		2
	• Fitness: Definition, Types, Assessment, Importance.	1	2
	• Human Health and Fitness.	1	
<u>Module 2: Calorie calculation &amp; Diet Plan</u>	• Obesity- Brief idea.	1	
	• Measurement of BSA, BMI, Waist hip ratio, Skinfold		2
	• Calculation of required calorie, recommended calorie of a person.	1	1
	• Diet plan.		2
<u>Module 3: Assessment</u>	• Brief idea about various types of cardiorespiratory Diseases.	1	
	• Management of cardiorespiratory Diseases.	1	

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<u>and management of Cardiorespiratory disease</u>	• Assessment of cardiorespiratory Diseases		1
	• Hands on training on ECG	1	3
<u>Module 4: Importance of Blood donation</u>	• General idea about circulatory system	1	
	• Blood: Composition, Functions	1	
	• Blood group: Determination and Importance.		2
	• Brief Idea about blood donation	1	
	• General awareness regarding blood donation.	1	

No. of Registered students: 22

Evaluation methods if any: Viva voce

Name of resource persons: N.A.

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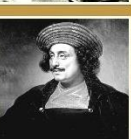





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Addon Course on मूल्यबोध ओ मनीषीचिन्ता, 2022-23

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## काटोया कलेज


काटोया, पूरुव बर्धमान, ७१३१३०.

ॐ संस्कृत विभाग ॐ

Addon Course, 2023-24

॥ मूल्यबोध ओ मनीषी चिन्ता ॥

आयोजक: संस्कृत विभाग, काटोया कलेज।



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## Curriculum of the Addon Course on Mulyabodh O Manishi-Chinta (মূল্যবোধ ও মনীষীচিন্তা), 2023-24

Duration of the Course: 30 Hours

### Curriculum:

- Concept of actual values.
- An ideal student life.
- Meaning of human life.
- An ideal human life.
- Values in personal and social life.
- Responsibility to our society.
- Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

### Suggested Readings:

- ❖ আদর্শ ছাত্রজীবন, স্বামী স্বগতানন্দ, রামকৃষ্ণ মিশন, গোলপার্ক, কলকাতা।
- ❖ ব্যক্তিত্বের বিকাশ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ পত্রাবলী, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ শিক্ষা প্রসঙ্গ, স্বামী বিবেকানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ জীবন গঠনের পথে, স্বামী জগদাত্মানন্দ, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ মানবজীবনের সার্থকতা, শ্রী অক্ষয়কুমার বন্দোপাধ্যায়, উদ্বোধন কার্যালয়, কলকাতা।
- ❖ বাংলার বিখ্যাত মনীষী, তাপস মুখোপাধ্যায়, তুহিনা পাবলিকেশনস্, কলকাতা।
- ❖ মনীষীদের বক্তৃত্তা, বারিদবরণ ঘোষ, পারুল প্রকাশনী, কলকাতা।
- ❖ মূল্যবোধে ধন্যজীবন, স্বামী জ্ঞানলোকানন্দ, রামকৃষ্ণ মিশন স্বামী বিবেকানন্দস্ এন্সেসট্রাল্ হাউস্ এন্ড কালচারাল্ সেন্টার, কলকাতা।
- ❖ THE VERY BEST OF A P J ABDUL KALAM: THE RIGHTeous OF LIFE, A. P. J. Abdul Kalam.
- ❖ My Journey: Transforming Dreams into Actions, A. P. J. Abdul Kalam.
- ❖ Learning How to Fly: Life Lessons for the Youth, A. P. J. Abdul Kalam.
- ❖ এছাড়াও বিষয় উপযোগী নিজের পছন্দের যেকোন বই।

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## Report on मूल्यबोध ओ मनीषीचिन्ता, 2023-24

### Report

- **Name of the Course:** मूल्यबोध ओ मनीषीचिन्ता (Mulyabodh O Manishi Chinta).
- **Department offering the course:** Department of Sanskrit.
- **Date of commencement:** 15/01/24
- **Name of the Coordinator:** Prosanta Barman.
- **Hours of Learning:** 30 Hours
- **Objective of the course:**
  - Concept of actual values.
  - An ideal student life.
  - Meaning of human life.
  - An ideal human life.
  - Values in personal and social life.
  - Responsibility to our society.
  - Biographies and thoughts of some great men.
- **Course outcome:**
  - ✓ Students will have the knowledge of actual values.
  - ✓ Students can make himself an ideal human.
  - ✓ They will become more responsible to the society.
  - ✓ They will have the knowledge about some great man.
  - ✓ They will have the knowledge of the Indian culture and society.
  - ✓ They will acquire the skills to face all the problems of life.
  - ✓ All evil thoughts like hatred, greed, anger etc. will be removed from them.
  - ✓ All the virtues of honesty, humility, kindness, service etc. will increase in them.
  - ✓ They will become role models for the entire society.
  - ✓ Etc.

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## • Course Syllabus:

- ❖ Concept of actual values.
- ❖ An ideal student life.
- ❖ Meaning of human life.
- ❖ An ideal human life.
- ❖ Values in personal and social life.
- ❖ Responsibility to our society.
- ❖ Biographies and thoughts of some great men (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).

## • Course Module:

Topic	Details	Duration
Values	<ul style="list-style-type: none"><li>• Definition of values.</li><li>• The necessity of values.</li><li>• Values and human life.</li></ul>	5 hours
Ethics	<ul style="list-style-type: none"><li>• Definition.</li><li>• Brief History of Ethics.</li><li>• Examples.</li><li>• Application in real life.</li></ul>	5 hours
Life	<ul style="list-style-type: none"><li>• What is actual life.</li><li>• An ideal student life.</li><li>• Personal life &amp; Social life.</li></ul>	5 hours
Responsibility	<ul style="list-style-type: none"><li>• Definition of responsibility.</li><li>• Responsibility to the society.</li></ul>	5 hours
Ideal people	<ul style="list-style-type: none"><li>• Biographies of some great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose,</li></ul>	10 hours

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	<p>Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</p> <ul style="list-style-type: none"><li>• Thoughts of our great man. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li><li>• Application of thoughts of our ideal people in our life. (i.e.: Rabindranath Tagore, Mother Teresa, Ishwar Chandra Vidyasagar, Swami Vivekananda, Netaji Subhash Chandra Bose, Bhagini Nibedita, A. P. J. Abdul Kalam etc.).</li></ul>	
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- **Number of enrolled students: 775**
- **Number of course completed students: 501**
- **Evaluation methods:** Viva test.
- **Resource persons:**
  - Prosanta Barman, Assistant Professor, Department of Sanskrit, Katwa College.
  - Dr. Dhruvajyoti Bhattacharjee, SACT-I, Department of Sanskrit, Katwa College.
  - Sabina Yasmin, SACT-I, Department of Sanskrit, Katwa College.

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Add on course on Basic knowledge of wildlife photography, 2023-24

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Curriculum of Basic knowledge of wildlife photography, 2023-24

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- 
- Basic knowledge of wildlife photography. (Name of interested teachers: S.M.; K.S. & others)
  - Pest and rodent control in agricultural field and household (K.S.; A.M & others)

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## Report on Basic knowledge of wildlife photography, 2023-24

- 1. Name of the course:** Basic Knowledge of Wild Life Photography
- 2. Department offering this course:** Department of Zoology
- 3. Date of commencement:** 01/03/2024
- 4. Name of the Course coordinator:** Koushik Sarkar and Sulagna Mukherjee
- 5. Hours of Learning:** 30 hrs
- 6. Objectives of the course :**
  - Establishing a connection between nature and student. through photography
  - Using wildlife photography as a tool for Nature conservation.
  - Documentation of local wildlife and spreading awareness by conducting nature walk
  - Learning photography will generate alternate career options.

### 7. Course outcome :

Upon completing the wildlife photography course, participants will have developed a comprehensive understanding of both the technical and artistic aspects required to capture compelling images of wildlife in their natural habitats. Students will gain proficiency in using advanced camera settings, including aperture, shutter speed, and ISO, tailored to the dynamic and often unpredictable conditions of wildlife environments. They will learn effective techniques for achieving optimal lighting, composition, and focus in varying ecosystems.

Participants will also cultivate an appreciation for ethical wildlife photography, ensuring respect and minimal disturbance to animal behavior and habitats. The course will cover essential field skills, such as understanding animal behavior, and employing camouflage to blend seamlessly into natural surroundings.

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The course will emphasize storytelling through imagery, encouraging students to develop a narrative approach to their work, capturing not just the subject but the essence of their interaction with the environment.

By the end of the course, students will be equipped to produce basic wildlife photographs that reflect both technical expertise and a deep respect for the natural world.

## 8. Course syllabus and Module:

### Syllabus of Basic knowledge of wildlife photography

Sl.No.	Topics	Total No of Lectures/Class
1	Unit 1: Introduction to Wildlife ❖ Basic information about wild animals ❖ Behaviour study of selected mammals: Elephants, Tiger and Primates ❖ Habitat study	12
2	Unit 2: Optics ❖ Light & Lenses (Telephoto Lenses, Macro Lenses & Wide Lenses) ❖ How images create through camera	2
3	Unit 3: Basic of Photography ❖ Framing (Rule of third, Symmetry, Leading lines) ❖ Aperture & Shutter ❖ Depth of field (Foreground & Background) ❖ Ethics & Do's and Don'ts	10

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4	Practical: ❖ Know your local Avian fauna ❖ Photo walk	6
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10. Number of registered Students: 185

11. Evaluation methods if any: MCQ pattern examination

12. Resource persons:

- **Dr. Kushankur Bhattacharyya (wildlife photographer)**, PhD from IISER kolkata, Post Doc from IISER TVM (online mode).
- **Kalyan Ghosh (ex- student and Nature Enthusiast)**, pursuing PhD in IISER Kolkata.
- **Dr. Shreya Banerjee (Assistant Professor in the department of physics, SOA)**, PhD from IISER kolkata, Post Doc from Institute quantique de University Sherbrooke, Canada.
- **Souvick Mukherjee (Wildlife photographer)** Researcher in NCBN Butterfly project.

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## Add on course on Encouraging Private Entrepreneurship Laboratory to Industry, 2023-24

### Curriculum of Encouraging Private Entrepreneurship: Laboratory to Industry, 2023-24

**Add-on course:** Encouraging Private Entrepreneurship: Laboratory to Industry

Topics to be covered (Faculty-wise):

Preparation of ...

1. Soap

2. Sanitizer

3. Toilet cleaner

[Goutam Nandi]

1. Application of plaster of paris in various segments

2. Separation of pigments (plant and flower) by chromatography.

3. Nuclear energy as an alternating source of energy in present day

[Saptarshi Biswas]

1. Production of Biodiesel from Okra Plants

[Siddhartha Maji]

Topic: Clinical Chemistry

1. Methods

2. chemical reaction used for different test

3. How to measure different components in blood, fluid and urine.

[Dinesh Maity]

Syntheses and Uses of:-

1. Fertilizer

2. Compost fertilizer

3. Bio fertilizer

[Biswajit Hansda]

Preparation of different cosmetic items:

1. Nail polish

2. Lipstick

3. Shampoo

4. Hair oil

5. Hair gel

6. Cold cream

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## Report on Encouraging Private Entrepreneurship: Laboratory to Industry, 2023-24

- Module 1: Basic compositions and preparations of toilet cleaner, hand sanitizer and toilet soap. **12hours**
- Module 2: Applications of plaster of paris in various segments. **8hours**
- Module 3: Production of Biodiesel from Okra Plants. **10hours**

### Brief report:

Add-on Course in “Encouraging Private Entrepreneurship: Laboratory to Industry” was conducted by the Dept. of Chemistry under the Coordination of Dr. Goutam Nandi in the 2023-24 academic session. The said add on course was open to the all streams and 56 students joined for the course. Three Assistant Professors (including the coordinator) from the Dept. of Chemistry were the resource persons for this add on course. Everybody involved in this course have enjoyed the newly introduced add on course and it ended with an evaluation of the participants through viva voce. Total duration of the course was ~40hrs.

1	<b>Name of the course</b>	Encouraging Private Entrepreneurship: Laboratory to Industry
2	<b>Department offering this course</b>	Chemistry
3	<b>Date of commencement</b>	01/02/2024
4	<b>Name of the Course coordinator</b>	Dr. GOUTAM NANDI
5	<b>Hours of Learning</b>	40 hours
6	<b>Objectives of the course</b>	<ul style="list-style-type: none"><li>❖ To aware the students about the chemical compositions of some very commonly used household materials.</li><li>❖ To develop the required skills for the preparations of those materials.</li><li>❖ To encourage students toward self employment and private</li></ul>

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		entrepreneurship.			
7	Course outcome	On completion of this add-on course, the participants- ✓ Learned about the chemical compositions of toilet cleaners, different sanitizers, soaps, Plaster of paris etc. ✓ Learned practically to prepare toilet cleaners, different sanitizers, soaps in small scales. ✓ Got the basic idea how biodiesel is prepared.			
8	Course syllabus	Module 1: Basic compositions and preparations of toilet cleaner, hand sanitizer and toilet soap. Module 2: Applications of plaster of paris in various segments Module 3: Production of Biodiesel from Okra Plants			
9	Course module	<b>Module</b>	<b>Theory</b>	<b>Practical</b>	<b>Total hours</b>
		1	6 hours	6 hours	12 hours
		2	4 hours	4 hours	8 hours
		3	6 hours	4 hours	10 hours
10	Number of registered Students	56			
11	Evaluation methods	Viva-voce			
12	Resource persons	Dr. Goutam Nandi, Dr. Saptarshi Biswas, Mr. Siddhartha Maji			

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Add on course on Encouraging Self Employment: Laboratory to Industry, 2023-24

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**Katwa College**  
Offering  
**Add-on course on**  
**Encouraging Self Employment : Laboratory to Industry**  
For all UG running semester students  
Organized by Department of Chemistry & IQAC  
Katwa College  
Session: 2023 - 2024

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## Curriculum of Encouraging Self Employment: Laboratory to Industry, 2023-24

### Module 1: Clinical Chemistry (10 hours)

- 1.1. Concept and Methods used in clinical chemistry
- 1.2. Chemical reaction used for different test
- 1.3. How to measure different components in blood, fluid and urine and interpreted

### 2. Syntheses and Uses of Organic Fertilizer (8 hours)

- 2.1. Fertilizer
- 2.2. Compost fertilizer
- 2.3. Bio fertilizer

### 3. Preparation/Production of different cosmetic items; function of each ingredient; toxicity, if any: (12 hours)

- 3.1. Nail polish
- 3.2. Lipstick
- 3.3. Shampoo
- 3.4. Hair oil
- 3.5. Hair gel
- 3.6. Cold cream

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## Report on Encouraging Self Employment: Laboratory to Industry, 2023-24

### Module 1: Clinical Chemistry (10 hours)

- 1.1. Concept and Methods used in clinical chemistry
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- 3.4. Hair oil
- 3.5. Hair gel
- 3.6. Cold cream

Classes were taken on Tuesday and Thursday of every week from 4pm to 5pm and evaluation was completed through *viva -voce* at last week of the program.

Evaluation was completed through *viva -voce* at last week of the Add on Course

Brief Report:

Department of chemistry successfully completed the Add on Course on Encouraging Self Employment: Laboratory to Industry in the academic sessions 2023-24 under the supervision of three faculties of the Department of Chemistry (Dr.

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Kedar Nath Mitra, Dr. Dinesh Maity and Prof. Biswajit Hansda) and Dr. Dinesh maity coordinated this course. Total forty nine students from all streams in our college including B.Ed Department have participated in this course. The course was of thirty hours duration including both theory and practical classes. The evaluation process was completed through viva voce at last week of the program. In this course students are introduced the relationship of chemistry and our daily life. The Add-on course was highly an inevitable class and it would certainly help the students to become a job producer instead of a job seeker.

1	<b>Name of the course</b>	Encouraging Self Employment: Laboratory to Industry
2	<b>Department offering this course</b>	Chemistry
3	<b>Date of commencement</b>	01/02/2024
4	<b>Name of the Course coordinator</b>	Dr. DINESH MAITY
5	<b>Hours of Learning</b>	30 hours
6	<b>Objectives of the course</b>	<ul style="list-style-type: none"><li>➤ Aim of the course to impart the skills of advance chemistry that is essential for each student.</li><li>➤ To create an idea among the students of how chemistry is used in clinical pathology, agriculture (organic farming) and cosmetics industries.</li><li>➤ To give an opportunity to the students for self-employment.</li></ul>
7	<b>Course outcome</b>	<ul style="list-style-type: none"><li>➤ The students have really benefited by the course as it has helped the students to enlarge theoretical and practical knowledge of modern chemistry in medical science, fertilizer and cosmetic industries.</li><li>➤ In this course students have learned a good number of applications of</li></ul>

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		<p>chemistry in synthesizing some cosmetic ingredients which are used in their daily life.</p> <ul style="list-style-type: none"><li>➤ Students have trained to produce naturally organic fertilizer in appropriate process which has an environmental values today's.</li><li>➤ Students have understood the concept of clinical chemistry in pathology concern with biochemical basis of disease and appropriate laboratory chemical test and optical methods to interpret the results to confirm diagnosis and monitor progress during.</li><li>➤ This is a self-employment training created confidence in them.</li></ul>
8	Course syllabus	<p><b>Module 1: Clinical Chemistry (10hours)</b></p> <ol style="list-style-type: none"><li>1.1. Concept and Methods used in clinical chemistry</li><li>1.2. Chemical reaction used for different test</li><li>1.3. How to measure different components in blood, fluid and urine and interpreted</li></ol> <p><b>2. Syntheses and Uses of Organic Fertilizer (8 hours)</b></p> <ol style="list-style-type: none"><li>2.1. Fertilizer</li><li>2.2. Compost fertilizer</li><li>2.3. Bio fertilizer</li></ol> <p><b>3. Preparation/Production of different cosmetic items; function of each ingredient; toxicity, if any: (12hours)</b></p> <ol style="list-style-type: none"><li>3.1. Nail polish</li><li>3.2. Lipstick</li><li>3.3. Shampoo</li><li>3.4. Hair oil</li><li>3.5. Hair gel</li><li>3.6. Cold cream</li></ol>

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		Course Topic	Theory	Practical	Total hours
9	Course module	Preparation/Production of different cosmetic items; function of each ingredient; toxicity, if any:	6 hours	6 hours	12 hours
		Clinical Chemistry	6 hours	4 hours	10 hours
		Syntheses and Uses of Organic Fertilizer	4 hours	4 hours	08 hours
10	Number of registered Students	51			
11	Evaluation methods	Viva-voce			
12	Resource persons	Dr. Kedar Nath Mitra, Dr. Dinesh Maity and Prof. Biswajit Hansda			

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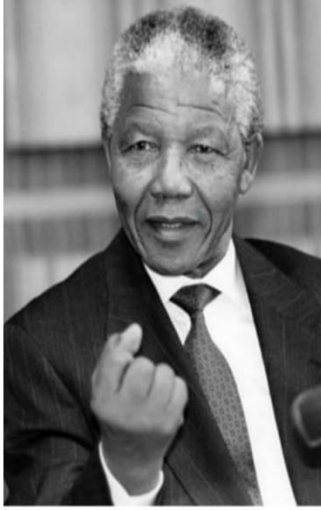
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## Addon Course on Leadership 2023-24

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## ADD ON COURSE LEADERSHIP



Katwa College

"THE LONE WOLF DIES, BUT THE PACK SURVIVES"  
Be a Leader in this world of Individualists

Department of Political Science

Session: 2023-24

Organised by IQAC, Katwa College



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## Curriculum of the add-on course 'Leadership', 2023-24

### Unit I: Introduction to Leadership

What is leadership, definition, meaning, significance, characteristics.

### Unit-II: Leadership Development

Qualities of a good leader, how to lead your team skilfully, traits, styles, skills, behaviours, addressing ethics in leadership.

### Unit-III: Leadership in Different Spheres

Leadership in sports, enterprise, social sphere, political sphere, NGO

### Unit IV: Leadership Theories

#### Chapter-V: Women in Leadership

Meaning, women's unique leadership traits, women and leadership, barriers for Women in leadership positions, global Scenario vs Indian scenario.

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## Report on Leadership, 2023-24

23. Name of the course: Leadership

24. Department offering this course: Department of Political Science

25. Date of commencement: 15/01/24

26. Name of the Course coordinator: Rahul Das

27. Hours of Learning: 30 hrs

28. Objectives of the course:

- a. Understand the foundational theories and models of leadership, including trait, behavioural, situational, and transformational theories.
- b. Develop self-awareness and recognize personal leadership strengths and areas for growth through reflection and assessment.
- c. Cultivate effective communication skills essential for building relationships, influencing others, and fostering collaboration within teams and organizations.
- d. Explore ethical considerations and values-based decision-making in leadership roles, emphasizing integrity, transparency, and social responsibility.
- e. Analyse case studies and real-world examples to evaluate successful leadership practices and challenges across various industries and contexts.
- f. Enhance strategic thinking and problem-solving abilities to navigate complex challenges and lead change initiatives effectively.
- g. Develop leadership resilience and adaptive capacity to thrive in dynamic and uncertain environments.
- h. Engage in experiential learning opportunities such as simulations, group projects, and leadership development activities to apply theoretical concepts in practical settings.

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i. Foster inclusive leadership practices that promote diversity, equity, and inclusion, and understand the importance of cultural competence in global leadership contexts.

j. Prepare for future leadership roles by creating a personal leadership development plan focused on continuous growth and learning.

29. Course outcome :

- Students demonstrated understanding of leadership theories and applied them to real-world scenarios.
- Improved self-awareness and identification of personal leadership strengths and areas for growth.
- Enhanced communication skills for effective relationship building and collaboration.
- Exploration of ethical leadership principles and values-based decision-making. Development of strategic thinking and problem-solving abilities.
- Emphasis on inclusive leadership practices and cultural competence.
- Cultivation of leadership resilience and adaptability in dynamic environments.
- Creation of personal leadership development plans for ongoing growth and learning.

Overall, students showed significant growth in leadership competencies, preparing them for future roles in academia, professional fields, and personal endeavours.

30. Course syllabus and Module:

Serial number	Topics	Total number of classes
1	Unit I: Introduction to Leadership What is leadership, definition, meaning, significance, characteristics.	6
2	Unit-II: Leadership Development	6

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	Qualities of a good leader, how to lead your team skilfully, traits, styles, skills, behaviours, addressing ethics in leadership.	
3	Unit-III : Leadership in Different Spheres Leadership in sports, enterprise, social sphere, political sphere, NGO	6
4	Unit IV: Leadership Theories Great Man theory, Contingency theory, Behavioural theory, Trait theory, Transformational leadership, Transactional leadership	6
5	Chapter-V : Women in Leadership Meaning, women's unique leadership traits, women and leadership, barriers for Women in leadership positions, global Scenario vs Indian scenario	6

31. Number of registered Students: 45

32. Evaluation methods if any: MCQ pattern examination

33. Resource persons: NA

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