

KATWA COLLEGE
KATWA, PURBA BARDHAMAN
ESTD. 1948

ACADEMIC AUDIT REPORT
ACADEMIC YEAR: 2023-'24

Prepared by
The Audit Committee
The University of Burdwan
Burdwan

Date: 10/08/2024

To
Dr Nirmalendu Sarkar
Principal
Katwa College
Katwa
Purba Bardhaman
West Bengal

Website: www.katwacollege.ac.in
E-mail: katcoll2009@gmail.com

Subject: Audit Report Submission by the University Audit Team

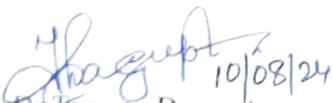
Sir

After verification of all the aspects in the College and necessary assessment of the report on "Academic Audit" submitted by your College for the academic year 2023-'24, we are hereby submitting the Report on "Academic & Administrative Audit" of your College for the year 2023-'24 in the attached sheet for your kind perusal and further necessary action at your end.

We request you to please acknowledge and oblige.

Thanks and regards,


Yours sincerely,


10/08/24

Dr. Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan

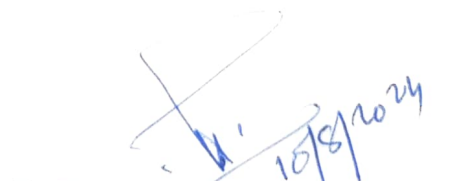
Dr. Tanmoy Dasgupta
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1 | Page


10/8/24

Dr Apurba Ratan Ghosh
Professor & Head
Deptt. of Environmental Science
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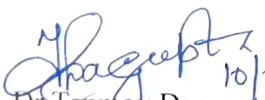

10/8/2024
Dr Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
Shyamsundar
Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O.-Shyamsundar, Dist.-Purba Bardhaman
W.B. 713424

Date: 10/08/2024

AUDIT REPORT ON ACADEMIC AUDIT

CERTIFICATE

This is to certify that the Academic & Administrative Audit Report of Katwa College, Katwa, Purba Bardhaman (AISHE C-44651) is based on the original data collected during the session of 2023-'24. This has been independently assessed and is applicable to the service range of providing quality Education, Training and Mental Support to the students for their enriched future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell and internal Institutional Audit Team of Katwa College, Katwa and submitted to us. The content of the baseline data of the study has been personally verified by the Expert Team constituted by the University of Burdwan for validity and reliability. The data used in the study are original in nature and the report based on compliance of recommendations made by the previous Audit Team Members. Departmental Profiles are used in the report which are taken by the Institutional Academic Audit Team during preparing their Report of the concerned years of 2023-'24.


10/08/24

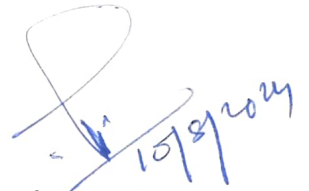
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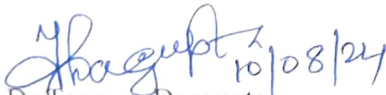
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Schedule for Academic & Administrative Audit

(August 10, 2024)

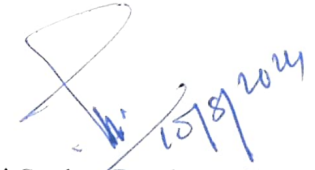
Time	Schedule	Venue
11:30 AM	Introductory Meeting with the Principal	Office Chamber of the Principal
12:00 NOON	Meeting with the IQAC Coordinator & Faculty Members	Office Chamber of the Principal
12:30 PM – 2.30 PM	Presentation of IQAC Coordinator Presentations by Different Departments	
02:45 PM	Lunch	
03:15 PM – 05.30 PM	Presentations by Different Departments	
05:45 PM	Tea	
06:00 PM	Meeting with faculty and administrative members to discuss “Preparedness on NAAC visit” followed by Exit Meeting	


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1. Introduction

History of College

Katwa College was established on 1948 by a few acclaimed Social Leaders of Katwa. The College was started as an intermediate College with 140-150 students. Later, local people donated approx. Rs 32000/- to start the College building. In 1959, it received the status of a full-fledged Undergraduate College under UGC, initially affiliated to University of Calcutta, and later came under the affiliation to University of Burdwan on 16th of June 1960. Presently, offering co-education and three year under-graduate honours and general courses in Humanities Sciences and Commerce as well as one-year B-Ed courses; under NEP-2020 course structure, it runs 16 numbers of 4-year major courses, 3-year major courses 17 and 1 B.Ed. course. Now, College has one Girls' Hostel (Maitrayee) with a capacity of 52 boarders and one Boys Hostel bearing capacity of 85 boarders.

In the First Cycle of NAAC accreditation it scored with Grade B+ on 2007 and 2nd cycle of NAAC Accreditation it scored with Grade C on 2018.

Audit Committee

The authority of the University of Burdwan has constituted a three-member committee to conduct Academic & Administrative Audit for the academic year 2023-24 of the Katwa College. The Audit Committee is comprised the following members:

- (i) Dr Tanmoy Dasgupta, Professor & Ex-Head, Deptt. of Business Administration, The University of Burdwan, Burdwan.
- (ii) Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan.
- (iii) Dr Gouri Sankar Bandyopadhyay, Principal, Shyamsundar College, Shyamsundar, PurbaBardhaman

2. Objective & Scope of the Audit

Dr Nirmalendu Sarkar, Principal, in presence of other faculty members at a preliminary meeting, held on 10-08-2024 at 11.30 am, outlined the broad objectives of the academic audit and submitted the Compliance Report as well of previous audit. Accordingly, the audit team members decided to look into the prevailing situation at the College to assess the following aspects in course of the audit.

Scope

- Activities of the Internal Quality Assurance Cell
- Functioning of IQAC towards institutionalization and internalization of quality enhancement in the institution
- Functioning of the Central Library and other activities
- Outreach Programmes conducted by the NSS and NCC units of the College
- Alumni and their contributions to the college
- Opportunities and scope of improvements in the major functional areas.

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

Primarily, at the beginning a discussion was made with the Principal, Coordinator of IQAC and other faculty members & officials, which gave a general and broad profile of the facilities and activities of the College during 2023-'24.

Based on the report of the departmental profiles, information/data from the available documents and the interactions with few of the Heads/Coordinators relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations and analysis of recommendations in the body of this report, will best serve the interest of the college as intended.

4. Distinctiveness of Institutional achievements

1. College runs three shifts of academic sessions during the session 2023-24.
2. College conducts regular science and arts exhibition to inspire the students in participatory learning.
3. College provide financial assistance to the faculty members to meet up the Registration Fee of Seminars/Conference to encourage the faculty members
4. Full-Time faculty members and SACT members are getting full academic support for continuing their research work.
5. College maintains greenery in and around the campus.
6. College maintains Rose Garden, Fruit plants, *etc.*, within the campus and also motivates the students in campus cleaning programs and pollution free campus.
Departments of Botany and Zoology are maintaining Biodiversity register.
7. Some of the best practices such as campus cleaning, maintaining tree plantation, floral biodiversity register, and introducing plastic free zone, No Smoking Zone, *etc.*, are followed in the campus.
8. College is taking care of disposing the wastes in and around the campus including hazardous chemical wastes through Katwa Municipality.
9. All teaching and non-teaching staff members, and students are aware about cleanliness and hygiene, water conservation *etc.*
10. College has one local Health facility centre (*Ārogya*) which serves the stakeholders as well as outsiders/common people.
11. Teachers are following CIA (Continuous Internal Assessment) effectively and monitoring the students accordingly.
12. Most of the departments are organizing seminar/ series of lectures/ webinars on regular basis to motivate the students.
13. College provides 50% required fund for conducting the International Seminar by the department(s).
14. Students of some of the departments are preparing wall Magazines on regular basis.
15. Some of the faculty members are publishing their research articles in UGC Care listed journals, book chapters having proper ISBN, conference proceedings, *etc.*
16. College has three units of NSS and one unit of NCC and are efficiently undertaking community services.
17. College is publishing one journal, 'International Journal of Social & Natural Sciences' and is progressing for UGC registration.
18. College provides Free WiFi facilities.
19. Sanitary vending machine has been installed in girls' common room and girls' hostel.

20. College has installed a solar panel of 6.7 kVA off-grid solar power system.
21. College participates in NIRF.
22. College follows a welfare system through Employees Co-operative Credit Society (Reg. No.: KT/1989).
23. College does not allow any cash transaction.
24. Career counselling committee conducts career counselling programmes and job camping programmes on regular basis; Alumni also participated in the career counselling programme.
25. The College has a registered Alumni Association (Reg. No.: S/2L No. 62185 of 2016-17); a significant contribution has been made for infrastructure development of the College.
26. Students are benefitted through different scholarships like Kanyashree, Inspired, Swami Vivekananda merit-cum-means Scholarship, SC, ST, OBC, Minority, Jindal etc.

However, after detailed paper examinations and presentation by some of the departments as well as physical verification it is noted that, some of the academic practices are required to be followed by the College very seriously in consonance with NAAC criteria. In addition, College has undergone through the earlier recommendations of the Audit Team and followed some of the practices as well.

5. Suggestions/ Observations:

- ✚ More access to e-journals is required.
- ✚ College should give more emphasis on job-oriented training courses.
- ✚ Overall pass percentage be improved.
- ✚ Number of faculty members of different department be engaged as board member of the university.
- ✚ The support staffs be given advanced training on e-governance.
- ✚ The IQAC must explore the modern academic outlets following NEP 2020.
- ✚ Modernization of Classrooms for better teaching-learning be followed; Computer Laboratories and Science Laboratories be improved.
- ✚ College may proceed for Research Centre.
- ✚ Filling of permanent teachers against sanctioned posts be initiated.

5. College Campus & Facilities:

Audit Team members noted the following College infrastructures:

- ✚ *a. Main Campus comprises –*
- ✚ i) Main Building: Teachers' Council Room, Post Office, Class Room, Libraries, Science Laboratories, Computer Laboratories.
- ✚ Common room for boys, NSS room, NCC Room, Girls Common Room
- ✚ ii) Science Building: Electronics, Physiology, Geography and Botany
- ✚ iii) Library Building: Library:
- ✚ iv) Sports Complex: Indoor games and Multi Gym
- ✚ v) Students' Activity Building: Common room for Boys, NSS room.
- ✚ vi) Administrative Building: College Office, Principal's Chamber, Bursar Room, Auditorium,
- ✚ vii) One Girls' Hostel
- ✚ viii) One Boys' Hostel
- ✚ ix) Car parking and Cycle Shed
- ✚ x) Ramp at ground floor

- ↓ xi) One Green Generators
- ↓ xii) Green area including three garden – one Medicinal Plant, Age – old plants, one Rose garden and one play ground
- ↓ xiii) Staff Quarters and Principal Quarter
- ↓ Number of Class rooms 83, No. of Laboratories 20, Computer Lab 6, Smart Class Room - 17

6. Goals of the College

- (a) Enhancement of the strength and capabilities of students coming from diverse socio-economic backgrounds.
- (b) An inclusive development in regard to enrichment of students' potentiality, to promote the perspectives, rights and dignities of each individual.
- (c) Prepare students to become analytical and responsible citizens.
- (d) Build an empowered young generation who can act as an essential component for the sustainable development of the society.
- (e) Motivation among students for the quest of academic excellence.

7. Awards and Accolades

First NAAC was done in 2007 and awarded B+ (score 77.15); during Second scored C (1.65) in 2018 and now is preparing for the 3rd Cycle of accreditation.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the GB and IQAC. In some of these committees, representatives of the students and alumni are also present.

10. Courses of learning during the session 2023-24

Details of Programmes Offered by the College (Give Data for Current Academic year 2023-2024)

Sl. No.	Programme Level	Name of Programme / Course	Duration of Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
1	UG	4-year major in Bengali	48	Passed (10+2)	Bengali	122	86
2	UG	4-year major in English	48	Passed (10+2)	English	122	93
3	UG	4-year major in Sanskrit	48	Passed (10+2)	Sanskrit + Bengali	103	36
4	UG	4-year major in History	48	Passed (10+2)	Bengali + English	113	56

5	UG	4-year major in Philosophy	48	Passed (10+2)	Bengali + English	90	25
6	UG	4-year major in Political Science	48	Passed (10+2)	Bengali + English	99	48
7	UG	4-year major in Economics	48	Passed (10+2)	Bengali + English	21	06
8	UG	4-year major in Geography	48	Passed (10+2)	Bengali + English	40	35
9	UG	4-year major in Economics (Science)	48	Passed (10+2)	Bengali + English	21	00
10	UG	4-year major in Geography (Science)	48	Passed (10+2)	Bengali + English	09	00
11	UG	4-year major in Physics	48	Passed (10+2)	English + Bengali	49	15
12	UG	4-year major in Chemistry	48	Passed (10+2)	English + Bengali	51	13
13	UG	4-year major in Mathematics	48	Passed (10+2)	English + Bengali	122	43
14	UG	4-year major in Botany	48	Passed (10+2)	English + Bengali	49	24
15	UG	4-year major in Zoology	48	Passed (10+2)	English + Bengali	49	25
16	UG	4-year major in Physiology	48	Passed (10+2)	English + Bengali	53	25
17	UG	4-year major in Commerce	48	Passed (10+2)	English + Bengali	99	13
18	UG	3-year major in Bengali	36	Passed (10+2)	Bengali	767	627
19	UG	3-year major in English	36	Passed (10+2)	English	178	.73
20	UG	3-year major in Sanskrit	36	Passed (10+2)	Sanskrit + Bengali	621	147
21	UG	3-year major in History	36	Passed (10+2)	Bengali + English	615	392
22	UG	3-year major in Philosophy	36	Passed (10+2)	Bengali + English	395	224
23	UG	3-year major in Political Science	36	Passed (10+2)	Bengali + English	621	362
24	UG	3-year major in Economics	36	Passed (10+2)	Bengali + English	179	03
25	UG	3-year major in Geography	36	Passed (10+2)	Bengali + English	101	16
26	UG	3-year major in Physics	36	Passed (10+2)	English + Bengali	45	07
27	UG	3-year major in Chemistry	36	Passed (10+2)	English + Bengali	45	11
28	UG	3-year major in Mathematics	36	Passed (10+2)	English + Bengali	45	27

29	UG	3-year major in Botany	36	Passed (10+2)	English + Bengali	45	33
30	UG	3-year major in Zoology	36	Passed (10+2)	English + Bengali	45	31
31	UG	3-year major in Physiology	36	Passed (10+2)	English + Bengali	45	28
32	UG	3-year major in Electronics	36	Passed (10+2)	English + Bengali	28	05
33	UG	3-year major in B. Com	36	Passed (10+2)	English + Bengali	28	00
34		B. Ed	24		Bengali + English	50	49
Total						5065	2578

11. Compliance Report

Analysis of Compliance report by Members of Audit Team

Sl. No.	Item/ Topic	Compliance Statement
1.	College is required to implement ERP for better functioning	College has enhanced the ERP system in better functioning, sine 2017.
2.	Ethics & Code of Conduct for all stakeholders be framed following the University Guidelines	IQAC, Katwa College, has uploaded it in the College website.
3.	More emphasis on Career counselling programmes	In the Academic year 2023-24, College has organized 09 career counselling programmes.
4.	Emphasis on skill development/job-oriented programmes	IQAC has discussed in Advisory Committee meeting for future action.
6.	College must be more focussed on setting its Vision and Mission statements and has to make a good linkage of missions for reaching the goals	During preparing Vision and Mission statements, IQAC, Departments will take more
7.	Department should choose more skill-oriented courses, field-oriented studies for the students.	Departments are directed towards more skill-oriented courses, field-oriented studies for the students.
8.	Microphone and white board to be installed in the big sized class rooms.	The big sized class rooms are equipped accordingly
9.	Initiation of skill-development programmes	Skill-development programmes are designed in better ways.
10	Framing of more number of Add-on courses focussing the employability opportunity of the students.	Twenty-eight Add-on courses are introduced during 2023-24 sessions.
11.	Soil and water testing process be developed for making the outreach programmes in serving the society	'Kissan Mitra Cell' is activated in this regard. Chemistry department be equipped in the forth coming year.
12	Students be encouraged for preparation of competitive examinations	College 'Competitive Cell' organised a coaching for JAM examination and number of students get benefit of that.
13	Initiative should be taken for minor/major research projects	Initiatives by Research & Development Committee are satisfactory.
14	Students will be encouraged in in-house projects/internship/field survey for experimental learning	Imitative of experimental learning is in process.
16	Departments are requested to be more concerned about their SWOC analysis	Analysis of SWOC be more focussed.
17	Records of student progression from UG to PG be maintained	Records of 'Graduate attributes', 'Student progression' and rank holders be maintained very seriously to betterment of outcome based learning.

Sl. No.	Item/ Topic	Action Taken
18	Faculty members should be encouraged to published their Research Articles in the UGC care listed Journals	'Research and Development Committee' is trying to give more emphasis on it.
19	Publication of Book or Book Chapters with ISBN	Faculty members are inspired for publication of Book, Book Chapters, etc. College has an authorised Publication House (Katwa College Publication House) bearing ISBN number to publish new book.
20	Logbook for each equipment/computer users be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.	Some of the departments are maintaining the Logbook properly.

Opportunities for Improvement

The College can easily raise the bar of its achievement if the following points are taken care of:

- ✓ Recognition for establishment of Research Centre
- ✓ More initiatives in publishing UGC Care list journals
- ✓ Innovations in teaching-learning
- ✓ Set up an Incubation Centre
- ✓ Initiation of job-oriented programmes
- ✓ Designing application-oriented Add-on courses
- ✓ Focussing on implementation of strategies for Sustainable Development Goals

13. General Conclusion

- The College has good ambience of teaching-learning process.
- Student discipline is satisfactory.
- Stands out as an institution of academic excellence.
- Emphasis on skill development/job-oriented programmes


14. Declaration

I agree with all the recommendations and observations mentioned in this report.

Date: 10/08/2024

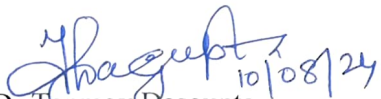
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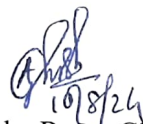

Signed by
College Principal with Seal
10/08/2024
Principal
Katwa College
Katwa, Purba Bardhaman

15. Gratitude

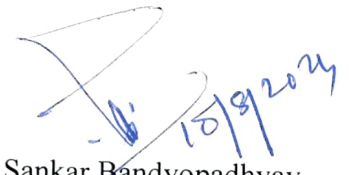
The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.


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