

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

Katwa College

1.2 Address Line 1

Post Office- Katwa

Address Line 2

Police Station- Katwa

City/Town

Katwa

State

West Bengal

Pin Code

713130

Institution e-mail address

katcoll2009@gmail.com

Contact Nos.

03453-255049

Name of the Head of the Institution:

Dr. Nirmalendu Sarkar\*  
(Principal)

\*Joined on 18.06.2015

Tel. No. with STD Code:

03453-255050

Mobile:

Name of the IQAC Co-ordinator:

\*Assumed the charge of IQAC Co-ordinator in January, 2015

Mobile:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	77.15	2007	5 years
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*) No AQAR was submitted in the previous year

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify) . . . B.Ed

1.11 Name of the Affiliating University (*for the Colleges*)

The University of Burdwan

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

00

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and  
community representatives

04

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

15

01

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

Not Applicable

2.14 Significant Activities and contributions made by IQAC

**Activities:**

- Planning and implementation towards quality improvement and quality management
- Monitoring teaching, research and other departmental activities

**Contributions:**

- Tracks the progress in teaching-learning, continuous survey on internal examination system (class tests/unit tests organized by individual departments and test exam organized centrally under the supervision of IQAC)
- Hawk eye monitoring on the staff and student support systems (promotion of teachers, participation of teachers in seminars, workshops, RCs, Ops, to up gradation of skills of non-teaching staff in using different soft ware, scholarships and free studentships etc)
- Motivates teachers towards research, writing books
- Continuous effort to create a large family-like feeling among the people (students, teachers and non-teaching staff) who are involved in day-to-day work of the college
- Steps towards making the campus eco-friendly

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ To give emphasis on internal examinations (class tests/unit tests and test examination)</li> <li>➤ To arrange the screening under CAS due to 14 teachers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Impressive result in university examinations.</li> <li>➤ Screening under Cas was done.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The Governing Body of Katwa College approved the proposal regarding submission of AQAR to UGC and also endorsed new "Mission and Vision" of the college.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	16	0	2	0
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	1	0	0	0
<b>Total</b>	17	0	2	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

\*Netaji Subhash Open University is continuing their Study Centre in college and offers undergraduate, post-graduate degree and one year diploma courses in different subjects.

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	√

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College does not enjoy any autonomy in designing and updating or revising the syllabi. It has to strictly abide by the guidelines of the affiliating university.

Nevertheless, during designing /updating/ revision of syllabi, our faculty members are invited to participate in the workshops organized by the university and teachers from our College represent and put valuable inputs over there. Some of the faculty members are members of the Board of Studies of the UG Council; these faculties take active part in shaping the syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others(GLI+PTT+CWTT)
	73	23	17	1	08+17+07=32

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	15	NA	NA	01	01	NA	NA	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

6	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	2	1
Presented papers	11	12	2
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Teachers continuously interact with the learners for the following:
- i) To help in assessing students' academic capacity and interest in the subject.
  - ii) To grow interest in the subject; to enlighten the students about the scope of the subject
  - iii) To make the learners aware about the future prospect of the subject -- both academic and professional
  - iv) To encourage them about delivering seminar lectures
  - v) To help them to use books in the best possible manner
  - vi) To make the students aware of local, state ,national and international issues
  - vii) To encourage them to appear in different national level exams (IIT-JAM, etc)

2.7 Total No. of actual teaching days during this academic year

215

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The College, working under an affiliating university, cannot make any such reforms. The College follows the question pattern of the University for its Internal Examinations so that the learners may be better prepared for their final university examinations.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	4
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2.10 Average percentage of attendance of students

71 (Approx)



2.11 Course/Programme wise

distribution of pass percentage : Day and Evening

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	1675	-	1.43	14.39	27.58	43.40
B.Sc	173	-	12.72	42.77	2.31	57.80
B.Com	14	-	0.00	50.00	0.00	50.00
B.Ed	99	-	100	0.00	0.00	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The Body monitors departmental activities closely regarding teaching-learning by instructing them to organize class tests and submit results of such tests. This helps the Depts. and the IQAC to evaluate the level of progress of the students and take remedial measures if and when required.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	2
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	03	NIL	0
Technical Staff	12	09	NIL	0

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The Research Committee works in coordination with the IQAC for promoting and monitoring research work of the faculty members of the College. Both agencies help teachers in finding avenues and applying for grants for such work.
- IQAC also helps the teachers in acquiring leaves for attending seminars, symposia, workshops, conferences etc.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	07	06	-
Outlay in Rs. Lakhs	0.61	9.1225	1.547	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	-	-
Non-Peer Review Journals	4	1	4
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2014-2015	UGC	1.547 Lakhs	1.547 Lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	1.547 Lakhs	1.547Lakhs

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Total budget for research for current year in lakhs : The college has no annual budget for research. Teachers apply for research grant to different funding agencies and do their research work depending upon the grant received.

From Funding agency  From Management of University/College

Total

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0

3.16 No. of patents received this year

	Granted	0
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3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NA	NA	NA	NA	NA	NA

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

1

1

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level 85 State level 14

National level 45 International level 00

3.23 No. of Awards won in NSS:

University level 400 State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="-"/>
		Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The NSS volunteers cleaned up the campus thrice & organized one clean-up programme of the rooms of the main building of the College.
- A clean-up programme for Katwa Sub-Divisional Hospital was arranged by the volunteers jointly with *Charaibeti*, a voluntary organization.
- Saplings were planted by the volunteers, and numerous programmes were undertaken to take care of the plants, such as fencing & watering.
- One blood donation camp was set up by the volunteers to commemorate the foundation of Students' Health Home.
- A seminar was organized to create awareness about Encephalitis among the student volunteers.
- Some female volunteers participated in a Medical Camp at Bengunkola, a village adopted in 1998 & 2004.
- Volunteers also took part in the Pulse Polio Camp set up at different places by Katwa Municipality.
- A special camp was held at the adopted village Jajigram(E). Two visits were made to the village later on to the same village for clean-up programme & other activities.
- The NSS volunteers observed the following days :
  - i) World Health Day(7.4.14)
  - ii) World Anti Tobacco Day (31.5.14)
  - iii) World Environment Day
  - iv) Independence Day
  - v) College Foundation Day
  - vi) Foundation Day of Students' Health Home
  - vii) Teachers' Day
  - viii) NSS Day
  - ix) World AIDS Day
  - x) Human Rights' Day
  - xi) Yuva Diwas
  - xii) Netaji's Birthday
  - xiii) Republic Day
  - xiv) Bhasha Diwas
- Battalion 58 of NCC, Katwa College observed the following important days:
  - i) Independence Day
  - ii) Republic Day
  - iii) Swami Vivekananda Birth Day
  - iv) No Tobacco day
  - NCC cadets participated in Blood Donation Camp
  - NCC cadets organised cleaning programme in Katwa sub divisional hospital

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.5 acres	NIL	NA	11.5 acres
Class rooms	25200 sq. ft.	NIL	NA	25200 sq. ft.
Laboratories	23700 sq.ft.	NIL	NA	23700 sq.ft.
Seminar Halls	2320 sq.ft	NIL	NA	2320 sq.ft.
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	-	0.7	college fund	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

The Office is fully computerized and has internet facility, both LAN and Wi-Fi enabled. The Central Library catalogue is partially digitalized.

#### 4.3 Library services:

DAY SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	31147	5304912	294	55801	31441	5360713
Reference Books	5688	2361009	4	3089	5692	2364098
e-Books	NIL	-	-	-	-	-
Journals	38	80880	NONE	NA	38	98117
e-Journals	NIL	-	-	-	-	-
Digital Database	NIL	-	-	-	-	-
CD & Video	42	Free of cost	2	Free of cost	44	Free of cost
Others (specify)	NA	-	-	-	-	-
MORNING SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)

Text Books	2769	425030	-	-	2769	425030
Reference Books	-	-	3	1360	3	1360
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-
B.ED. SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	4376	701585	247	36935	4623	738520
Reference Books	39	25600	18	16445	57	42045
e-Books	-	-	-	-	-	-
Journals	90	4820	05	250	95	5070
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	2	44	2	-	8	47	-
Added	3	0	-	-	-	-	3	-
Total	58	2	44	2	-	8	50	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Each Department is provided with at least one laptop/desktop with internet connection. Some departments have both laptops and desktops along with scanner, printer, photocopier and internet connection.
- Teachers from humanities departments are provided with a separate computer room with internet connection.
- Principal's Office, the general Staff Room, the B.Ed Staff room, IQAC Meeting Room and the Day Office are all provided with wi-fi connection.
- The College is registered under N-List Programme, teachers and students have free access to this programme.
- DCF II is being uploaded for last four years.
- The College Office is entirely computerized; the non-teaching staffs carry out e-billing, online admission, and correspondence with affiliating university & State Higher Education Department.
- The Day Office has one all-in-one printer-copier-scanner-fax machine. Remote printing can be done from all the computers. All the desktops in the Day Office are LAN connected.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.05562
ii) Campus Infrastructure and facilities	0.82063
iii) Equipments	0.04400
iv) Others	0.46663
<b>Total :</b>	<b>2.38688</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC is committed to incorporate the culture of excellence by extending support to students for improving their efficiency level
- IQAC sensitizes students about the following for their all round development –
  - Free-ship provided from college fund
  - Scholarships from Govt. and Non-Govt. agencies/organizations
  - Scholarships for girl students (Kanyashree)
  - Scholarships for minority and backward community students
  - Departmental Libraries – for helping students by providing books, especially to students from weaker section of the society
  - Low cost hostel facilities to both male and female students
  - Health facilities (multi-gym and Students' Health Home) provided to the students

5.2 Efforts made by the institution for tracking the progression

- College prepares the academic schedule indicating the subjects to be taught and number of working days available for completing the syllabi. This is done as per the academic calendar issued by Burdwan University. This schedule lays stress upon continuous evaluation of students' progress through class tests/unit tests and Test Examination before the university exams.
- Each department makes its academic plan, i.e., distribution of syllabus among the teachers keeping in view the time frame to be followed
- IQAC and the Academic sub-committee monitors whether the academic plans stated earlier are followed properly from the beginning of the session, in order to achieve the objectives of the curriculum set by the university.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5420	-	-	100

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	3002	54.41		2518	45.59

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3498	1236	40	725	28	5527	3232	1272	33	954	29	5520

Demand ratio - 1.99      Dropout % ~14.6

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Not Applicable

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

Katwa College is an undergraduate college; so records are not kept, although many students of this college are persuading their Ph.D degree from different universities and research institutes; even post-graduate fellows are working in different research institutes inside India and abroad.

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Students' counselling begins with the commencement of the course; students are made aware of the scope and prospect of the subject. The Principal/Teacher-in Charge, teachers and Head Clerks offer sympathetic response to students' problems and redress (if possible) those problems.

Actual data is not available

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	Actual data is not available

### 5.8 Details of gender sensitization programmes

No such programme has been organised by the institution this year.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	302	60840
Financial support from government	375	675000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

\*Financial support from non-government organisations are directly deposited to the Bank A/C of the students and therefore number of students getting such help and the amount of such fellowship remain unknown to the college.

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

#### 5.13 Major grievances of students (if any) redressed:

Students approach the Grievance Redressal Cell if they have complains regarding academic, financial and other central services.

- Judicious and prompt action is taken by the Cell to sort out problems of students through the Cell for redressal of their grievances.
- Anti-Ragging Cell headed by the Principal acts for curbing the menace of ragging in the College. However, not a single instance of ragging has been reported till now.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The mission and vision of the College at the outset, that was on 16/08/1948, just a year after India achieved its freedom was to spread education in a semi-rural *agro-based* area which did not have a single higher educational institution within about 50 kms. Later on, as time progressed, the mission and vision changed with the pressing need of the time. An exclusive girls' section was opened to bestow education on girls coming from relatively conservative background.

Since the College is placed in a semi-rural location we have the opportunity to serve the rural community as well. The rural extension work of the College is carried out by the student members of National Service Scheme of Katwa College (4 units).

Katwa is a small town in Burdwan district of West Bengal, surrounded by an extensive agrarian area. A huge population migrated to Katwa during Partition in 1947, and again in the period – 1969 to 1971. The College, located in the town, situated on the border of four districts, viz. Burdwan, Nadia, Birbhum and Murshidabad, today serves students from far-reaching neighbourhood. The College accommodates scores of first generation learners from the economically backward section of the rural/ semi-rural population; therefore. Katwa College is the only college in the sub-division which offers Honours in Science stream. The College offers Honours course in Arts stream in various subjects as well in Commerce stream.

There is a considerable minority population in the districts referred to above. The College tries to attract students from the minority community as far as possible. This is more important in the case of girls from the minority, who are admitted to the Morning section of the College which exclusively serves girls. The College endeavours to inculcate communal harmony among the learners by convening Saraswati puja as well as observing Navi Diwas (in commemoration of Prophet Mohammad for promotion of inter-community harmony).

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

The College does not enjoy any autonomy regarding designing, updating and revision of syllabi. The guidelines set by the affiliating university have to be strictly followed. Few teachers of the College are members of the Board of Studies of the UG Council of the university. They give important feedback and suggestions for curriculum development in the meetings of different academic committees (Teachers' Council, Academic Sub-Committee).

University sends Draft syllabus for each subject to the College before introducing new syllabus and the College sends the same to the respective departments for their opinion. Teachers represent their departments in the meetings/workshops organized by the university. Thus the faculties of the College, although indirectly, take part in the restructuring of new syllabus and designing of Course Curriculum.

#### 6.3.2 Teaching and Learning

- Teachers hold regular class tests to gauge the progress of the students and take remedial measures where necessary.
- Tutorial classes are arranged for academically trailing students.
- Students are provided with study materials.
- Students are supplied with a list of books they need to consult for their course.
- The students are encouraged to consult teachers outside class for any clarification of various topics discussed in class. The students often seek teachers' help in personal matters too.
- PPT and Multi-media are used for assisting teaching method in some Departments.
- Teachers enjoy free access to internet; reference books from the Library – this helps them in enriching their study materials that are given to the students – this in turn ultimately benefits the students
- Class Tests/Unit Tests are held to get an idea about the students' progress in the concerned subject and to fill the lacuna if any.
- Academic counselling is done by teachers with sympathy for slow learners to boost them up and to realize the basic problem or root cause of their poor performance.
- Advanced students are encouraged for further development and motivated to read/consult advanced books/references.
- Part-II & Part-III Honours students are encouraged for rendering seminar lectures on specialized topics within the syllabus.

#### 6.3.3 Examination and Evaluation

- College follows the academic schedule framed by the affiliating university at the beginning of each session( July – June)
- Each department tries to finish the syllabus within the stipulated time frame as mentioned above.
- Apart from the academic calendar published in the prospectus at the beginning of each session, schedule of module-wise division of the syllabus, class tests/unit tests are settled by individual departments and published in the departmental notice boards.

#### 6.3.4 Research and Development

- Encouraged and motivated teachers to apply for various research projects and approach the UGC and other funding agencies for financial support.
- Encouraged the teachers to publish their research works regularly in peer-reviewed journals.
- Encouraged and helped teachers for participation in seminars/symposia to present their research works.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The College has three separate libraries - for morning, day and B.Ed. students. The Day library is considered as the central library.
- The departments have their own seminar libraries which cater especially to the Hons. Students.
- All the departments have at least one desktop/laptop with internet connection. Morning and day libraries and Office are also provided with desktops with internet connection.

#### 6.3.6 Human Resource Management

- Computerization of Office Management including salary disbursement through bank.
- Partial digitization of library catalogues.
- Attendance records of the teaching and non-teaching staff.
- Regular notification of different activities.
- Maintenance of discipline and peace during Students' Union Election.
- Systematic dealing with students during registration, admit card and result distribution.
- Regular meetings of various committees for academic and administrative purposes.
- Introduction of on-line admission.
- Maintenance of college website through which college related notifications are circulated.
- Maintenance of peace and harmony during Saraswati Puja, Navi Diwas and Cultural Programme.

#### 6.3.7 Faculty and Staff recruitment

Recruitment of permanent teachers does not come under the purview of College administration; College sends requisition to College Service Commission (CSC) for filling up the vacancies in substantive posts; CSC calls applicants for interview and then list of qualified candidates are published. Name of one successful candidate from the published panel is recommended to the respective college who had submitted requisition for filling up of vacancy in a specific substantive post. After receiving the recommendation from CSC, the Governing Body of the College decides to appoint the recommended candidate in that substantive post and Principal who is also the Secretary of the Governing Body issues Appointment Letter in the format prescribed by CSC to the candidate and if he/she is willing to accept the offer, joins in that post.

The same procedure is followed also in case of recruitment of the Principal.

The college appoints Contractual Whole-Time Teachers, Part-Time teachers, Guest Lecturers etc. from among qualified applicants in order to overcome the deficiencies due to vacancies in substantive posts.

For such appointments, norms of the affiliating University are followed. As a part of selection process in such recruitments, the college advertises in local and well circulated newspapers for guest lecturers. The Interview Board/Selection Committee is formed with one University Nominee, one Principal's Nominee and the respective Departmental Head. Selection Committee's recommendation is placed in the Governing Body meeting and appointment letters are issued to the selected candidate.

Recruitment of non-teaching staff – Non-Teaching staffs are recruited as per the Staff Pattern of Higher Education Dept., Govt. of West Bengal. The College publishes advertisements in newspapers inviting application for the same. A Selection Board is set up as per the norms of Higher Education Dept., Govt. of West Bengal and candidates are selected after written and viva voci test. The last appointment in the post of full-time Non-Teaching Staff was made in 1987.

6.3.8 Industry Interaction / Collaboration

Usually such programmes are not conducted by the College since there is no provision for such interaction or collaboration in the Syllabi.

6.3.9 Admission of Students

- Offline admission was conducted by the College with all the positive aspects mentioned earlier in 2014-2015 academic session.
- As per directive of the State Govt. online admission has been done by the College in the present academic session of 2015-2016.
- There is a scope for girl students' admission from comparatively conservative families in BA General Course in the morning shift. Katwa being an agricultural area, a large section of students are first generation learners coming from financially weak background-- mainly belonging to SC, ST and minority communities. The College is privileged to offer education to students from this socio-economic milieu.
- The reservation policy of the Government of west Bengal is strictly followed during admission.
- After students are admitted to Hons. Course their attendance is monitored for one full month. If they fail to attend a certain percentage of classes (decided by the Teachers' Council) their admission is cancelled and Second Round Counselling is held to admit willing and deserving candidates to those seats.

6.4 Welfare schemes for

Teaching, Non-teaching & Students	College provides all possible supports to its teaching, non-teaching staff and students in their hours of need.
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6.5 Total corpus fund generated NIL

6.6 Whether annual financial audit has been done    Yes √    No -

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes      No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The College does not enjoy the opportunity of implementing/introducing any examination reforms or to change/modify/reorient syllabi and is bound to follow the rules and regulations of the University of Burdwan.

- BU introduced 1 + 1+ 1 system for undergraduate courses in 2007 and after completion of each year final examinations (viz. Part-I, Part-II and Part-III) are convened by the University. Like other colleges, our College is selected as a venue for these exams and students from other colleges come here to appear for the exams.
- Setting of question papers, moderation, evaluation of answer scripts and publication of results, scrutiny, reviews are administered by the university. Faculties are appointed for carrying out these academic works and they do these actively.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- Ex-students actively participate in different programmes of the College like Saraswati Puja, Nabin Baran (Freshers' Welcome), Nabi Diwas (celebrating inter-communal peace and harmony), Cultural Programme (i.e., College Social), Annual Sports, etc.
- Some Ex-students volunteer to make special camps and other programmes of NSS and NCC successful.

6.12 Activities and support from the Parent – Teacher Association

Warm relation begins between teachers and parents from the time of admission and continues even after the students pass out from the College. Katwa is a village-based sub-divisional town and the inhabitants of this area are very sociable and cordial in their interaction. Almost every house has at least one present or former student of the College. Teachers are revered by the people of this place and the latter feel free to approach any staff of the college for help. This mutual relationship helps to inculcate a sense of discipline and social responsibility in the young minds.

6.13 Development programmes for support staff

- The support staffs have free access to internet.
- **Training and opportunity to develop skill** : They are informally trained for COSA, computerized billing, online admission, correspondence with the State Govt., UGC and the affiliating university.
- Laboratory Instructors get acquainted with the use of new instruments and experimental procedures.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- The College has three well maintained fenced gardens (one floral and one medicinal herb).
- Plantation of saplings is organized regularly by the NSS.
- NSS volunteers frequently clean the College Campus.
- Cleaning of laboratories, Office and class rooms are done periodically by the support staff and the students of the respective departments.
- Noise-free and pollution-free Turbo-Generator of ... KVA has been installed in place of two/one 65 KVA Kirloskar Turbo generator for power supply during the hours of load shedding.

### Criterion – VII

#### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- NSS and NCC carried out various activities throughout the year for creating social-medical awareness. The NSS organized ...blood donation camp/s. the NSS introduced a Certificate Course for Blood Donation for NSS volunteers of the College.
- Non-teaching staffs were informally trained for dealing with COSA, e-governance etc. by augmenting their computer awareness.
- The learners were supplied with study materials apart from rendering regular class lectures.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ✓ Chemicals have been purchased as per requisition placed by the departments (mainly for Chemistry and Bio-Science departments) for smooth running of laboratories
- ✓ Different departments have been provided with Computers/Laptops, printer, scanner, photocopier, etc.
- ✓ Maintenance and repairing of computers, internet connections and installation of anti-virus software for protection of computers
- ✓ Continuation of internet facilities to offices (Day and Morning + B.Ed.) and various Science Departments
- ✓ Continuation of internet facilities to offices (Day and Morning + B.Ed.) and various Science Departments, Day and B.Ed. Staff Room, IQAC Room.
- ✓ Providing wi fi coverage in the Office and Staff Room.
- ✓ Furniture (cabinet, computer table, chair, executive table, etc) have been procured for departments and administration.
- ✓ Purchase of instruments/equipments and also their maintenance for smooth running of practical classes of different departments (from College fund in cases of emergency).



7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- A large number of students of the College come from the minority community. the College tries to integrate with the institution by observing *Nabi Diwas* – a day commemorating Prophet Mohhamed and promoting inter-communal harmony.
- Broadband and Wi-Fi has been installed in the Office, computer room, general staff room, B.Ed. staff room, libraries, and all science departments for easy access to internet.

**\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- ✓ The NSS volunteers cleaned up the campus thrice & organized one clean-up programme of the rooms of the main building of the College.
- ✓ A clean-up programme for Katwa Sub-Divisional Hospital was arranged by the volunteers jointly with *Charaibeti*, a voluntary organization.
- ✓ Saplings were planted by the volunteers, and numerous programmes were undertaken to take care of the plants, such as fencing & watering.
- ✓ One blood donation camp was set up by the volunteers to commemorate the foundation of Students' Health Home.
- ✓ A seminar was organized to create awareness about Encephalitis among the student volunteers.
- ✓ Some female volunteers participated in a Medical Camp at Bengunkola, a village adopted in 1998 & 2004.
- ✓ Volunteers also took part in the Pulse Polio Camp set up at different places by Katwa Municipality.
- ✓ A special camp was held at the adopted village Jajigram(E). Two visits were made to the village later on to the same village for clean-up programme & other activities.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Cordial relation among different stakeholders: the warm teaching-non-teaching staff-student relation helps in maintaining the academic discipline and peaceful atmosphere inside the Campus.
- Students represent the College in different sports and games at different levels and make the latter proud by fetching laurels.
- Result of Honours students in University Examinations is satisfactory which makes the College a primary choice for candidates during Admission.
- The College conducts Admission (online/offline) in a free and fair manner.
- Increasing number of faculties are being involved in research work – doctoral research, Major Research Project, Minor Research Project etc.
- College conducts Students' Union election every year in an absolute free and fair manner.
- DCF II is uploaded by IQAC
- Almost all Gp-C staffs are computer literate and are capable of handling all office-work through computer.
- Administration plays a constructive and positive role in smooth functioning of the College.
- The College publishes a magazine for teachers, authored by the teachers of the College and eminent invitee writers from various academic interests.
- Administrative and academic responsibilities are distributed among different Committees comprising teaching and non-teaching staffs, ensuring a democratic climate inside the Institution.
- All sports, indoor games and cultural activities of the Students' Union are constantly monitored by the teachers.
- The College suffers from a very high teacher-student ratio which obviously affects the teaching learning process adversely.
- The nonteaching staff-student ratio is also very high imposing great pressure on the day to day office work.
- The College has considerable amount of landed space, but, it caters to a huge number of students. Therefore, the College finds it difficult to accommodate all programmes in the present built-in-space.
- The College lacks an ICT-enabled classroom which hinders the effective use of modern teaching modes like PPT, multimedia etc.
- The College is located in a comparatively remote semi-rural region having conveyance problem. This poses administrative problems in conducting various programmes especially with girl students.
- The learners are weak in English language and hence have poor communication skill.
- The College has three separate sections in the Library; Day, Morning and B.Ed. it is difficult to accommodate all these sections in the present built-in-space.
- To complete the accreditation process of NAAC
- College would try to arrange classes on Spoken English in order to overcome the poor communication skill of the students.

## **8. Plans of institution for next year**

Annual planning is very much related with annual budget; since, Katwa College does not make any budget for the next year/session, it is difficult to make a plan for the next financial year/ academic session. Only maintenance and sustenance works are done on receiving requisitions from different departments, office and library, etc. Besides, planning is also related with the grants received from UGC and State Government. The next Academic session falls within the XII-th plan period and purchase of equipments will be made as per requisitions placed by the departments, etc. from the grant received by the college under XII-th plan.

*Name Dr. Kedar Nath Mitra*

*Name Dr. Nirmalendu Sarkar*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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## Annexure i

### Academic Calender for the year 2014-2015

Month	No. of Holidays	Working Days	Sunday	Holidays(in details)	Remarks
July '14	01	26	4	Id-ul-Fitar (29.07.2014) = 1	-
August' 14	02	24	5	Rakhi Purnima (10.08.14) =0 Independence Day (15.08.14) =1 College Foundation Day (16.08.14) =1 Janmastami(17.08.14)=0	-
-- Sept'14	03	23	04	Viswakarma Puja(17.09.14)=1 Mahalaya(23.09.14)=1 *Puja Vacation(30.09.14)=1	*Puja vacation starts on and from 30.09.14
Oct.'14	25	02	4	Puja Vacation(01.10.14 to 29.10.14)=25	Class resume after puja vacation on 30.10.14
Nov. '14	06	19	5	Jagadhatri Puja(01.11.14)=1 Muharram & Guru Nanak's Birthday(04.11.14 to 06.11.14)=3 Kartick Puja(17.11.14 to18.11.14)=2	-
Dec.'14	07	20	4	Ankheri-Chahar-Sumba(17.12.14)=1 Christmas Day(25.12.14)=1 Winter Recess(25.12.14 to 31.12.14)=5	Winter recess starts from 26.12.14 to 31.12.14
Jan'15	04	23	4	New Years Day(01.01.15)=1 Fateha-Doaz-Daham(04.01.15)=0 Pousparban(15.01.15)=1 Netaji's Birthday(23.01.15)=1	Date S.U. Election will be declared in consultation with the civil administration.

				Saraswati Puja & Republic Day(25.01.15 & 26.01.15)=1	
Feb'15	01	23	4	Fateha-Yaz-Daham(01.02.15)=0 Sibaratri(17.02.15)=1	-
March'15	03	23	5	Dolyatra(05.03.15 & 06.03.15)=2 Ramnabami(28.03.15)=1	-
April' 15	03	23	4	Good Friday(04.04.15)=1 Chaitra Sankranti & Bengali Nababrsa(14.04.15 & 15.04.15)=2	Classes will remain suspended due to Univ. Final Exam
May'15	03	24	4	May Day (01.05.15)=1 Rabindra Jayanti(09.05.15)=1 Buddha Purnima(14.05.15)=1	Summer recess starts from 16 May'15 to 20 June'15. Univ. Exam. Will continue
June'15		25	5	-	Univ. Exam.will continue
	58	255	52	-	-

## Annexure ii

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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