

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)

2016-17

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)

Tel. No. with STD Code:

03453-255050

Mobile:

Name of the IQAC Co-ordinator:

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 st Cycle	B+	77.15	2007	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

26.08.2008

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-2011-12, submitted on 27/07/2016 (DD/MM/YYYY)
- ii. AQAR-2012-13, submitted on 27/07/2016 (DD/MM/YYYY)
- iii. AQAR-2013-14, submitted on 27/07/2016 (DD/MM/YYYY)
- iv. AQAR-2014-15, submitted on 27/07/2016 (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)

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

04

Community representatives

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

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

The titles of the seminars are – (i) Zero – An Eternal Enigma, (ii) Net Security, (iii) Kabi Samar Sen: Madhyabitta Man O Babu Samaj, (iv) Legal Aids & Anti-Ragging, (v) Nanomaterials for New Cancer Therapy & Future Memory (RAM) Technology, (vi) Gender Sensitisation – Rhetoric & Reality.

2.14 Significant Activities and contributions made by IQAC

The IQAC has played a pivotal role in the academic and administrative development of the Institution during this period.

- As many as six seminars were organised by IQAC for the learners, faculties as well as students and teachers from other neighbouring academic institutions.
- IQAC took active and vital part in implementing Choice Based Credit System for students admitted to the College for 2017-2018 academic session.
- A new master routine was set up by the IQAC by blending CBCS and 1+1+1 system.
- IQAC Coordinator supervised the revision of the Prospectus for session 2017-2018 regarding introduction of CBCS.
- The IQAC helped the Principal in uploading DCF-II and TIF for the session 2016-2017.
- The IQAC organised the meeting of the Screening Committee for promotion of nine faculties under CAS.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ul style="list-style-type: none"> ➤ Organisation of seminars ➤ Smooth introduction of CBCS 	<ul style="list-style-type: none"> ➤ Six seminars have been organised. The titles of the seminars are – (i) Zero – An Eternal Enigma, (ii) Net Security, (iii) Kabi Samar Sen: Madhyabitta Man O Babu Samaj, (iv) Legal Aids & Anti-Ragging, (v) Nanomaterials for New Cancer Therapy & Future Memory (RAM) Technology, (vi) Gender Sensitisation – Rhetoric & Reality. ➤ Preparation of master routine in concordance with CBCS and 1+1+1 system, sensitization about CBCS through prospectus and seminar with the representatives of the students.

** 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.

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	-	0
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	1	0	0	0
Total	17	0	0	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. Rabindra Bharati University launched their Study Centre in Katwa College from the session 2016-17 and has offered post graduate courses on Bengali, History, English, Political Science and Education.

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* (On all aspects)

Alumni Parents Employers Students

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.

However, the University has proposed to introduce CBCS Course & Curriculum keeping in parity with the proposed UGC syllabus from 2017-2018 academic session. They have already sent draft syllabi for different subjects and organised workshops with college faculties to discuss the new system. All departments of Katwa College were represented by the faculties in these workshops.

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

No new department/study centre has been introduced during the session 2016-17.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others(GLI+PTT+CWTT)
	77	29	16	0	08+17+07=32

2.2 No. of permanent faculty with Ph.D.

22

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
14	13	NA	NA	NA	NA	NA	NA	14	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	4	2
Presented papers	1	2	2
Resource Persons	1	-	-

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 help 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 encourage them to appear in different national level exams (IIT-JAM, etc)
- vi) A Smart Class Room has been set up for conducting classes and seminars.

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

212

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 reform. 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.

The College has incorporated the provision of conducting online examinations through the College website.

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

1	1	12
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2.10 Average percentage of attendance of students

70 (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	1119	-	1.79	17.52	15.91	35.22
B.Sc	202	-	18.32	24.26	3.47	46.05
B.Com	14	-	0.00	50.00	21.43	71.43
B.Ed	-	-	-	-	-	-

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

The Body always keeps in touch with the departments regarding teaching-learning process and other departmental activities. The Coordinator and other members of IQAC accompany and help departments to approach the authority for procurement of equipments, books, renovation of laboratories and organisation of academic excursions. The IQAC has played an important role in setting up the routine for 2017-2018.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
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	20	12	NIL	0
Technical Staff	09	13	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 in applying for grants for such work.
- IQAC also helps the teachers in applying for and acquiring leaves for attending seminars, symposia, workshops, conferences etc.
- IQAC informed the new faculties who have joined the Institution in this session regarding research and academic developments required for career advancement.

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	02	07	04	02
Outlay in Rs. Lakhs	1.12330	7.17500	7.28500	1.12330

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	-	-
Non-Peer Review Journals	-	-	-
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	2016-17	UGC	921000	728500
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	-	-	921000	728500

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 : 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

3.16 No. of patents received this year	Type of Patent	Number
	National	Applied
Granted		0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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	2	NA	NA

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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 State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Activities of NSS:

- NSS volunteers cleaned up the campus regularly.
- A special camp was held by the NSS volunteers (77 in number out of which 49 were girls) and community people with the theme Swachhh Bharat Abhiyan and Nirmal Bangla.
- Saplings were planted by the volunteers, and numerous programmes were undertaken to take care of the plants, such as fencing & watering.
- NSS organised a one-day seminar on Ageing Problem.
- NSS organised a two-day seminar on 'Exclusive Education'
- The NSS volunteers observed the following days :
World Health Day, World Anti Tobacco Day, World Environment Day, Independence Day, College Foundation Day, Foundation Day of Students' Health Home, NSS Day, World AIDS Day, Human Rights' Day, Yuva Diwas, Netaji's Birthday, Republic Day, Bhasha Diwas.
 - Two physicians were invited to the College to speak on AIDS to commemorate World AIDS Day.
 - A Red Ribbon Rally was conducted by the NSS units with 87 volunteers on World AIDS Day.
 - NSS volunteers participated in a rally organised by the Vijnan Parishad, Katwa College, to commemorate the 156th birthday of Acharya Prafulla Chandra Ray.
 - 47 volunteers participated in a programme on KANYASHREE jointly organised by the local administration and Katwa Municipality. Two girl students were awarded the first place in music and dance competition held during the programme.
 - NSS organised a Yoga Camp in the campus with 94 volunteers who were trained by two skilled instructors.
 - NSS organised a Sit & Draw competition to celebrate Nirmal Bangla Week and volunteers enacted a play on the theme.

Activities of NCC:

Battalion 58 of NCC, Katwa College observed the following important days:

Independence Day, Republic Day, Swami Vivekananda Birth Day, No Tobacco day.

- NCC cadets participated in Blood Donation Camp

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)	-	0.08000 + 8.11331 = 8.19331	college fund & UGC	-
Others	-	-	-	-

4.2 Computerization of administration and library

The Office is fully computerized and has internet facility, both LAN and Wi-Fi enabled. KOHA software has been installed in the Central Library.

4.3 Library services:

DAY SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	31441	5360713	1011	264682	32452	5625395
Reference Books	5698	2365873	189	54089	5887	2419962
e-Books	NIL	-	-	-	-	-
Journals	38	115354	38	17237	38	132591
e-Journals	NIL	-	-	-	-	-
Digital Database	N-LIST	-	N-LIST	5750(yearly subscription)	-	-
CD & Video	44	Free of cost	-	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	4124	659840	152	23535	4276	683395
Reference Books	582	186240	18	38806	600	225046
e-Books	-	-	-	-	-	-
Journals	95	5070	-	-	95	5070
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

*Redistribution of books into text and reference books has been done as a result of recent check out of the register.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	61	2	44	2	-	11	50	-
Added	4	0	-	-	-	0	4	-
Total	65	2	44	2	-	11	54	-

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

- Principal's Office, the general Staff Room, the B.Ed Staff room, and the Day Office are all provided with wi-fi connection.
- The renewal of N-LIST has been done. Teachers and students have free access to this programme.
- 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.
- The process of installation of the library software KOHA has been completed. Entry of books in the software is being continually carried out.
- The Governing Body decided to install ICT facilities in at least one room at the beginning and the process has been initiated.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.22420
ii) Campus Infrastructure and facilities	2.09647
iii) Equipments	0.02200
iv) Others	1.13343
Total :	3.47410

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 –
 - To encourage them to appear in different national level exams (IIT-JAM, etc)
 - 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
 - Information about College NSS, NCC, Boys’ Hostel, Girls’ Hostel, various committees like Grievance Redressal Cell, Internal Complaints Committee, Anti-Ragging Cell etc., Netaji Subhash Open University and Rabindra Bharati University.

5.2 Efforts made by the institution for tracking the progression

A few departments try to maintain student progression records.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5651	-	-	50

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	2642	46.34		3059	53.66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3363	126	38	1198	17	5879	3236	106	31	1348	26	5701

3						0				
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Demand ratio - 1.99 Dropout % ~16.6

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

There is an Employment & Counselling cell in the College. The cell conducts training programmes/ talks relating to students career guidance in collaboration with District Employment Exchange. But we have no structured mechanism for career guidance and placement of students.

The Cell readily responds to the requests from Companies/Agencies soughting for applicants against specified jobs and sends students for appearing at the interview.

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 pursuing their Ph.D degree under different universities and research institutes; even post-graduate fellows are working in different research institutes in India and abroad.

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

5.6 Details of student counselling and career guidance

Counselling starts both formally and informally from the beginning when students are admitted to the college. The cordial relationship with teaching and non-teaching staff help them in need. The Principal, teachers and Head Clerks offer sympathetic response to students’ problems and redress (if possible) those problems.

The teachers provide information to the students regarding prospect of higher studies in and outside the classrooms. Students from needy background are also counselled if and when they seek advice regarding choosing between higher studies and employment.

No. of students benefitted

Actual data is not available.

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

A one-day seminar has been organised by IQAC. Title of the seminar was 'Gender Sensitisation – Rhetoric & Reality'.

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(Rs.)
Financial support from institution	83	38740
Financial support from government	-	-
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:

No major grievance was there in this session.

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 this juncture are:

- Gender sensitivity and gender equity
- Introduction of new teaching aids for teaching learning
- To improve the teacher-student ratio
- To bring maximum number of students under the umbrella of financial assistance, both governmental and non-governmental

6.2 Does the Institution has a management Information System

The College website, www.katwacollege.ac.in provides all relevant information to the various stakeholders.

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

6.3.1 Curriculum Development

The College is affiliated to the University of Burdwan and henceforth is bound to follow the syllabi prescribed by the parent institution. However faculties of this college represent BOS and give the feedback there regarding syllabus and course structure. Thus in one way the teaching community of this college is involved and bears the responsibility of designing, updating and revision of syllabi. The Principal and the IQAC Coordinator keeps in touch with the Secretary of Under Graduate Council, Burdwan University and brings discrepancies, if any, observed by any department of the college under his notice. The prescribed syllabi have been distributed among teachers under the supervision of the Head of the Department and they prepare the curriculum.

6.3.2 Teaching and Learning

- Tutorial classes are arranged for advanced students.
- 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.
- Students are provided with study materials.
- Students are supplied with a list of books they need to consult for their course.
- Students are encouraged to consult teachers outside class for any clarification of topics discussed in class. The students often seek teachers' help in personal matters also.
- 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 taken to get an idea about the students' progress in the concerned subject and to fill the lacuna if any.
- Advanced students are encouraged for further development and motivated to read/consult advanced books/references.
- Remedial coaching is provided to the poor learners.

6.3.3 Examination and Evaluation

- College follows the academic schedule framed by the affiliating university at the beginning of each session (July – June).
- Class tests, unit tests are organised by the departments.
- Performance of the students in these tests is used as the parameter to assess their progress.
- Based on students’ performance in departmental tests, remedial coaching is given to the poor learners.
- Test examination is arranged centrally and result is published in due time
- If required, remedial classes are taken.
- Final examinations (Part-I, Part-II & Part-III) are scheduled by the University of Burdwan and students of this college go to some other college to appear at the exam.
- Home Centre is allowed only for ENVS, Compulsory English & Compulsory Bengali.
- Programme of Honours practical examinations are scheduled by the university and students of one college go to some other college as the routine of the university.
- General practical examinations are held at home center.
- In both these practical examinations, External Examiners are deputed by the university.

6.3.4 Research and Development

- IQAC encouraged and motivated teachers to apply for various research projects and approach the UGC and other funding agencies for financial support.
- The Authority renders help to teachers in getting requisite study leave for research work.
- Teachers are motivated to publish their research works regularly in peer-reviewed journals.
- Teachers are assisted by IQAC to get permission from the Principal 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.
- Some departments have their own seminar libraries which cater especially to the Honours 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.
- The Day Library has a stand-alone machine.

6.3.6 Human Resource Management

- Contract has been made with private agency for completion of bulk official assignments, like, admission, university registration, form fill-up for university examinations, registration under the State Govt. project, Kanyashree, etc
- Computerization of Office Management including salary disbursement through bank.
- 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 Programmes.

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 the post.

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

The college appoints Guest Lecturers 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 staff 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

Online admission in B.Ed and undergraduate courses has been done by the College in the present academic session of 2016-2017 following the directives of the State Govt..

6.4 Welfare schemes for Teaching, Non-teaching Staff & Students

The College provides all possible supports to its teaching, non-teaching staff and students in their hours of need.

- The College releases the salary for its employees on the 1st of every month. The salary from the College Fund is paid in case the grant from the State Government is delayed and the money is later reimbursed.
- The College employees established a credit cooperative in February 1989 called Katwa College Employees' Credit Cooperative Society. The Society offers Short Term, Middle Term, medical and Personal loan on first-come-first serve basis as well as need basis.
- A festival advance is bestowed upon all the employees, both permanent and casual, before puja vacation which is recovered later on from the salary.
- The College arranges Provident Fund loan for its employees as early as possible on need basis.
- The College provides quarters for its permanent teaching staff. However, all of them cannot be accommodated in the quarters as the number of quarters is few in number.
- College provides free internet facility to teachers, non-teaching staff and students.
- College has one Central Library, and most of the Depts. have their own seminar libraries which provide books to the students.
- The financially backward students are offered concession from the College Fund (free studentship for the whole year or for a few months as per need).
- Students are sensitized about various Governmental (Scholarships for SC/ST/OBC, Minority Scholarships, Met-Cum, Kanyashree etc.) and non-Governmental (Jindal Foundation, Tata-Inspire, Priyambada Birla Fellowship etc.) scholarships and given all kinds of support in acquiring the same. Two Gr. C Staff have been deputed for the purpose. The Students' Union also plays a constructive in sensitizing the students about the free studentships and the scholarships.
- The College strictly follows the reservation policy of the Government of West Bengal regarding admission of students to First Year and B.Ed.
- Students from remote areas are provided with low cost hostel facilities.

- Departments have their own seminar libraries to provide books to the Hons. Students.
- The College provides for First Aid but has no other internal medical facility. However, the College has a tie-up with West Bengal Students' Health Home, Katwa Unit. Any current student may visit the Health Home with his/her Fee Book between 3 pm and 4.30 pm seven days a week, and see a doctor free of cost. The students are also provided with medicine for Rs.5 a day. The students are sent to the main unit in Kolkata for better treatment if the need arises.
- In case of medical emergency students are sent to Katwa Sub-Divisional Hospital for treatment. This support is provided to outside students too during University examinations. The same provision is made available for teaching and non-teaching staff too during working hour.
- College provides free Wi fi and internet facilities to teachers, non-teaching staffs and students.
- The college provides multi-gym facility to all its stakeholders.

6.5 Total corpus fund generated

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	Yes	DPI nominated Audit Agency

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.
- BU proposed for the introduction of CBCS with semester-wise evaluation from the next academic session.

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

The University does not allow autonomy to its affiliated colleges.

6.11 Activities and support from the Alumni Association

- Registration of Alumni Association has been done.
- 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 from the time of admission between teachers and parents 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.

The making of College Administration Management Software (CAMS) is in progress and this is being done with continuous consultation with the office managers, viz. Head Clerk, Accountant, Cashier and other Group-C staff.

Preparation of students' data base is in progress.

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

- The College has three well maintained fenced gardens (two 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.

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.

The University of Burdwan has proposed to introduce the Choice Based Credit System (CBCS) from the academic session 2017-18. This has given a positive jolt to the teaching-learning system. New master routine has been framed with an aim to fill the lacuna that was present in the previous one. Teachers have been participating in the workshops organized by the concerned departments of the university. A double-version write-up about the course structure and examination system has been introduced in the Prospectus to meet the curiosity of the students and guardians.

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

- ✓ Vacant teaching posts are being filled up by fellows recommended by the West Bengal College Service Commission; thereby teaching-learning process is being strengthened up and the financial pressure from the college fund is being lifted gradually, the same is being used for infrastructure development.
- ✓ Demolition works of dilapidated buildings have been started and plans with estimated cost for construction have been placed for approval at the concerned departments of the State Government..
- ✓ Routine maintenance and repairing of computers, purchase of computers, installation of anti-virus software for protection of computers have been continuing.
- ✓ Internet facilities to offices (Day and Morning + B.Ed.) and various Science Departments, Day and B.Ed. Staff Room have been continuing.
- ✓ KOHA has been installed in the Day library.
- ✓ Rules for academic excursion have been framed. In addition, guidelines for expenditure made by departments during university practical examination have been framed.
- ✓ The College managed to get a State Grant for purchase of books, chemicals and equipments and this grant have been used properly to meet the requisition placed by the departments.
- ✓ Proposal for installation of an ICT enabled class room has been sent to the State Higher Education department.
- ✓ Equipments of a multi-gym has been installed at the ground floor of the office building – a wider space than before. Ministry of Youth Welfare and Sports Department of the State Government financed this project.
- ✓ The College requested the Katwa Municipality for an elevated concrete municipal road separating the college campus from the staff quarter and girls hostel. The municipality have done this job.

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

- Regular arrangement of seminars (six in number) by IQAC utilising its contingency grant and one seminar by the College.
- Regular publication of the peer reviewed double blind journal with the name, “**International Journal of Research on Social and Natural Sciences**” by the College and inclusion of this journal in the list of UGC approved list of journals .
-

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

7.4 Contribution to environmental awareness / protection

- ✓ NSS volunteers cleaned up the campus regularly.
- ✓ 57 NSS volunteers, including 40 girl students, organised a special camp at the adopted village Nanagar. The theme of the Camp was 'Environment including preservation of nature resources and conservation of Cultural/Historical Heritage.
- ✓ A special camp was held by the NSS volunteers (77 in number out of which 49 were girls) and community people where the theme was Swachchh Bharat Abhiyan and Nirmal Bangla.
- ✓ A special camp with the theme Social and Cultural Awareness was held in the College with 105 female students and 113 male students.
- ✓ Saplings were planted by the volunteers, and numerous programmes were undertaken to take care of the plants, such as fencing & watering.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength

- The College has a vast landed area.
- Uninterrupted supply of safe drinking water and power is available in the campus.
- The College has low-cost hostel facilities for both boys and girls.
- The College hosts a Post Office which serves the local community.
- The Institution has its own staff quarters for its faculties.

Weakness

- The College suffers from a shortage of classrooms.
- Non-teaching staff-student ratio has become alarming.
- The number of toilets for the learners is limited.
- The Library has an acute space shortage.
- There is a shortage of space in the Laboratories with the number of students increasing every year.
- No major repairing of staff quarter has been done after their construction.

Opportunities

- The College serves the community by organising blood donation camps, HIV Awareness Rally, Swachhh Bharat Rally etc.
- The College is working towards renovation of the playground.
- The College incorporated study centres of NSOU and RBU; the NSOU study centre has rapidly been gaining a momentum. These study centres also offer post-graduate courses.

Challenges

- To make the departments ready to run teaching-learning process smoothly in compliance with the newly introduced CBCS with semester-wise evaluation process.
- To develop a smart office software to work efficiently with the huge data of students.
- It is also a challenge to both faculties and supportstaff to make adjustment between the old (1+1+1) sytem and the newly introduced CBCS with semester-wise evaluation.
- One of the major challenges is to train the students in communicative English.
- Renovation of some laboratories is needed.
- Major repairing of staff quarter is needed.
- It is a challenge to accommodate the increasing number of students in the present built-up area.
- The College is trying to secure a staff pattern for the non-teaching staff.

- To establish a Gender Sensitisation Cell to make girl students aware of their rights and priviledges.
- To introduce self appraisal diary for both teaching and support staff.
-
-

8. Plans of institution for next year

The Governing Body of the college has taken following resolutions to be implemented in the following year:

- The College will give an earnest drive for settlement with UGC in respect of the dispute regarding the construction of the unfinished girls hostel as had been proposed in the X-th plan.
- Repairing of the dilapidated portion of the college building.
- Construction of two new buildings for B.Ed and Library and thereby making some rooms free that can be used as class rooms to accommodate. This will allow greater flexibility in master routine. At the same time the increased number of students can be accommodated.
- Renovation and development of infrastructure of laboratories.
- Procurement of equipments, books and chemicals to make departments enable to provide complete teaching to the learners in compliance with the newly introduced CBCS syllabus.
- To get non-teaching staff pattern from the state Higher Education Department. For the interim period the College has decided to take some casual staff (skilled and unskilled) to manage students related jobs in the office and departments and necessary advertisement has been circulated. Advertisement has also been given for one SAE to look after the demolition, repairing and construction related works.
- Renovation of internal roads and beautification of the campus.
- Filling of the low land inside the college and the staff quarter with sand and soil to avoid water logging.
- To continue talk with SBI to open an e-Corner of SBI within the college premises.
- To get fund from the state government for major repairing and maintenance of the staff quarter.
-
- To appoint Guest Lecturers in some departments where teacher-student ratio is still poor.
- Proposal has been sent to NTPC for renovation of the college play ground.

Name Dr. Kedar Nath Mitra

Name Dr. Nirmalendu Sarkar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Month	No. of Holidays	No of Sundays	No. of Working days	Holidays in details			Remarks
				Date	Day	Particulars	
July '16	1	5	26	6	Wed	Id-UI-Fitar & Ratha Yatra	
August '16	4	4	23	15	Mon	Independence Day	
				16	Tue	College Foundation Day	
				18	Thu	Rakhi Purnima	
				25	Thu	Janmasthami	
Sept. '16	4	4	22	12-13	Mon-Tue	Id-ud-Uz-Zoha	Tentative date of 1 st unit test for Part-I & Part-II -- Third week
				17	Sat	Bishwakarma Puja	
				30	Fri	Mahalaya	
Oct. '16	21	5	5	2	Sun	Gandhi birthday	
				07-31	Fri - Mon	Puja Vacation(Maharam)	
Nov. '16	8	4	18	1-3	Tue-Thu	Puja Vacation	Classes resume after Puja Vacation on 4.11.16
				9	Wed	Jagadhatri Puja	Tentative date of 2 nd unit test for Part-I & Part-II -- Last week
				14	Mon	Gurunanak birthday / Rash Purnima	
				16-17	Wed-Thu	Kartick Puja	
				30	Wed	Akheri Chahar Sumba	
Dec. '16	7	4	20	13	Tue	Fateha Dohaj Daham	Date of Students Election will be declared by the University in consultation with civil administration
				25	Sun	X-Mass Day	
				26-31	Mon-Sat	Winter Vacation	
Jan. '17	5	5	20	1	Sun	New Years Day	Annual Sports
				12	Thu	Vivekananda's Birthday	
				10	Tue	Fateha Yaz Daham	
				14	Sat	Pousparban	
				23	Mon	Nataji Birthday	
				26	Thu	Republic Day	
Feb. '17	3	4	21	1-2	Wed-Thu	Sarasawati Puja	
				24	Fri	Shibaratri	
March'17	1	4	26	12-13	Sun-Mon	Dol Yatra	Tentative date of Test Examination for Part-I & Part-II – 1 st week
April '17	3	5	22	5	Fri	Ramnabami	
				14	Fri	BR Ambedkar's Birthday & Good Friday	
				15	Sat	Bengali Naba Barsha	
May '17	2	4	11+14	1	Mon	May Day	Summer recess starts from 16 th May to 30 th June . including Shab-e-Barat. University Exam will continue
				7	Sun	Rabindra Jayanti	
				10	Wed	Buddha Purnima	
				16-31		Summer Recess & University Examination	
June '17	0	4	0+26	1-30		Summer Recess & University Examination	University Exam will continue
Total	59	52	214+40				

Annexure i: **Academic Calendar and List of Holidays for the Academic Session 2016-2017**

Total No. of Days in the Academic Year -----365
 No of Sundays ----- 52
 Total No of Holidays (including Puja & Winter Vacation)-----59
 Total No of Effective Teaching days -----214
 Total no of Working days -- -----254
 Principal's Discretion -----05

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
