



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>KATWA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Nirmalendu Sarkar</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03453 -255049</b>
• Mobile No:	<b>9749110550</b>
• Registered e-mail	<b>iqackatcoll@gmail.com</b>
• Alternate e-mail	<b>drnir1965@gmail.com</b>
• Address	<b>Duckbanglo Road</b>
• City/Town	<b>Katwa</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>713130</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	<b>The University of Burdwan</b>				
• Name of the IQAC Coordinator	<b>Utpal Das</b>				
• Phone No.	<b>03453 - 255049</b>				
• Alternate phone No.	<b>7001722941</b>				
• Mobile	<b>9477014446</b>				
• IQAC e-mail address	<b>iqackatcoll@gmail.com</b>				
• Alternate e-mail address	<b>utpal.mehali@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://katwacollege.ac.in/images/uploads/AQAR%202020-2021%20ACCEPTED%20ON%201362022.pdf">http://katwacollege.ac.in/images/uploads/AQAR%202020-2021%20ACCEPTED%20ON%201362022.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.katwacollege.ac.in/Prospectus_Final_2021.pdf">http://www.katwacollege.ac.in/Prospectus_Final_2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>77.15</b>	<b>2007</b>	<b>10/02/2007</b>	<b>09/02/2012</b>
<b>Cycle 2</b>	<b>C</b>	<b>1.65</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>
<b>6.Date of Establishment of IQAC</b>			<b>14/01/2016</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>8</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>? Encouraging senior students to take classes of junior semesters in all the departments. ? Online feedback and Student Satisfaction Survey collected from different stakeholders. ? Conduction of National and International seminars on various topics. ? Signing of MoU with Purbasthali College for academic exchange and cooperation. ? Academic, Administrative Audit and Green audit are prepared.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
<p>Create primary health check up centre with oxygen cylinder facilities.</p>	<p>The College has already begun a medical first aid hub namely 'Arogya' with following facilities. In the centre two employees have been appointed and both are medically trained. A separate room has been provided in this purpose. Height Cum Weight Measuring Scale - Measuring Height and Weight., Weighting scale - measuring body Weight., Pulse Oximeter - Evaluation of Oxygen saturation and pulse rate, ECG Machine - Evaluation of heart functions including circulation within heart, Stethoscope - measuring heart beat and respiration rate, Sphygmomanometer(BP Machine) - Measuring blood pressure, Digital Thermometer - Measuring body temperature, Manual resuscitator - Device for artificial breathing, Instrument set for dressing, Instrument set for sutures, Instrument set for removing Sutures - cutting the stitching after healing Stitch Removing Scissors, Straight scissors - stitching purpose Suction Machine - Removing of cough and mucus from respiratory organs. Waste bin with cover, Dressing forceps, stainless steel Tray, Gallipots - Enameled tray for keeping instrument, Infusion stand - Stand for saline Infusion, Portable Sanitizing Machine - Sanitizer for instrument and Oxygen Cylinder Supply of Oxygen in case required by the patient.</p>
<p>Upgrade and modernise the</p>	<p>These works are in progress</p>

college laboratories.	continuously.
Purchase online educational software like -G Suite, Webex, Zoom etc.	College has decided this online software is not now essential as online methods of education is not being used at the moment. College has also decided it will be purchased later on if found necessary.
To arrange MOUs with other colleges regarding faculty exchange programme.	College has already signed a MoU with Purbasthali College for faculty and students exchange program.
To initiate the introduction of new UG and PG courses.	Opening of new UG courses in the college have been sanctioned by the Governing Body and the requisite applications have been submitted to the Inspector of Colleges, Burdwan University for permission of the affiliating body. However, receipt of the applications by the Department of Higher Education, Government of West Bengal, is pending since applications were not received in that period.
Strengthen all the departmental libraries to increase accessibility of books and resource material for students.	This process is already done.
Arrange online inter-departmental cultural competitions among college students.	This is not yet started.
Awareness program regarding Covid-19 related disease	Our NSS department has continuously arranged several programs regarding awareness.
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	13/12/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021 - 2022	28/12/2022

**15. Multidisciplinary / interdisciplinary**

1. The institution is a multidisciplinary institution offering 16 Honours and General subjects in B.A, B. Sc and also B. Com courses. The students can choose the General papers from an array of subjects. Apart from this the institution also offers B. Ed courses.
2. Combination of Science subjects with humanities is not offered in the choices of subjects allowed by the affiliating body The University of Burdwan.
3. The institution offers Choice-Based Credit-System (C.B.C.S) and also the students have to compulsorily take a paper on Environment in the First Semester. Community engagement and service is voluntarily done by the students under NSS or NCC schemes though not covered in the curriculum.
4. The curriculum taught by the institution is designed by the affiliating body The University of Burdwan and the institution being an affiliating college does not have any role in this regard.
5. The institution encourages faculty members to engage in multidisciplinary research endeavors through participation in MRP and other research projects and also providing incentive to write and present papers.
6. The institution encourages two or more departments to come together to organize Seminar

/ Conference on various multidisciplinary interdisciplinary topics in which participation of researchers from different subjects / fields is sought.

**16. Academic bank of credits (ABC):**

1. The institution as an affiliated body is bound by the rules and decisions of The University of Burdwan and the Department of Higher Education, Government of West Bengal and cannot take any independent initiatives in this regard.
2. The institution cannot register under ABC on its own volition

being an affiliated institution.

3. As an affiliated institution the College does not offer degrees and is not in a position to make such efforts.
4. The institution cannot design its own curriculum but it encourages faculties to follow innovative pedagogical approaches, use ICT, show relevant documentaries / films, etc. The faculties have full autonomy in providing reading materials and giving assignments and setting questions in internal assignments etc within the prescribed syllabus.
5. The institution cannot implement ABC being an affiliating institution.

#### 17.Skill development:

1. The institution holds Seminars / Workshops to strengthen Soft Skills of students.
2. No such programs of vocational education are offered by the institution as yet.
3. Inculcation of values is done through community service programs of NSS / NCC and also through observing of various national days and awareness programmes and the talks organized in this regard.
4. Being an affiliated institution it cannot design a credit structure or offer any courses apart from the ones sanctioned by the affiliating body.
5. No such initiative has been undertaken by the institution in the time period.

#### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

1. Curriculum design is not within the purview of the institution since it has to follow in toto the curriculum of the affiliating body, The University of Burdwan. However, the prescribed curriculum is taught using Indian Language.
2. Classroom delivery is already done by the faculties in bilingual mode (English and Vernacular) in all the courses and subjects taught in the institution.
3. B.A., B. Sc., B. Com and B. Ed are taught in Indian Language and also bilingually in the institution.
4. The institution offers both Honours and General courses in Sanskrit Language. Indian ancient traditional knowledge, arts, culture and traditions are part of the curriculum in Sanskrit, History, Philosophy and other subjects. The college also organizes seminars, conference on such topics.
5. The institution conducts classes in bilingual mode and all internal assessment question papers are also set bilingually

and students can answer either in English or in the Vernacular as per their choice.

#### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

1. Being an affiliated institution the college has no role in curriculum transformation.
2. Efforts are made to capture the outcome based education in internal assessments. The departments and faculties can choose their own suitable mode of assessment within the norms of the University of Burdwan.
3. No such specific practice could be implemented within 2021 - 2022 as much of the year was spent in uncertainty over online and offline modes of learning.

#### 20.Distance education/online education:

1. The institution being affiliated to the University of Burdwan offers the courses prescribed by the affiliating institution in toto.
2. The institution uses many technological tools like ICT in the teaching - learning process. There is a fully equipped ICT room which the departments use as required. Also, faculties members are encouraged to show relevant documentaries / films to their students. The institution used online modes of learning for the full lockdown period. However at present there is no provision for blended learning as all the courses are held only in physical / offline mode.

### Extended Profile

#### 1.Programme

1.1 19

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1 2902

Number of students during the year



File Description	Documents
Data Template	<a href="#">View File</a>

2.2

1865

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

1456

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

101

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

0

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>19</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>2902</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>1865</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>1456</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>101</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	0
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	418.84
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	70
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**NIL**

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution follows the academic calendar mandated by the affiliating body the University of Burdwan. The University intimates the dates for the start of a semester and the final examinations.

The internal assessments are conducted by the institution at suitable dates within the semester which are intimated to the students well in advance. The academic calendar mandated by the University is adhered to in toto.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://www.katwacollege.ac.in/Prospectus_Final.pdf">http://www.katwacollege.ac.in/Prospectus_Final.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

NIL

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2679

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 353 529 421">File Description</th> <th data-bbox="529 353 1436 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 529 524">URL for stakeholder feedback report</td> <td data-bbox="529 421 1436 524" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 524 529 743">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="529 524 1436 743" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 743 529 846">Any additional information(Upload)</td> <td data-bbox="529 743 1436 846" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	<b>No File Uploaded</b>	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>	Any additional information(Upload)	<b>No File Uploaded</b>	
File Description	Documents								
URL for stakeholder feedback report	<b>No File Uploaded</b>								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>								
Any additional information(Upload)	<b>No File Uploaded</b>								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 1021 529 1088">File Description</th> <th data-bbox="529 1021 1436 1088">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1088 529 1191">Upload any additional information</td> <td data-bbox="529 1088 1436 1191" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1191 529 1348">URL for feedback report</td> <td data-bbox="529 1191 1436 1348" style="text-align: center;"><a href="http://katwacollege.ac.in/images/uploads/Analysis%20of%20Feedback%202021-2022.pdf">http://katwacollege.ac.in/images/uploads/Analysis%20of%20Feedback%202021-2022.pdf</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<b>No File Uploaded</b>	URL for feedback report	<a href="http://katwacollege.ac.in/images/uploads/Analysis%20of%20Feedback%202021-2022.pdf">http://katwacollege.ac.in/images/uploads/Analysis%20of%20Feedback%202021-2022.pdf</a>			
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Upload any additional information	<b>No File Uploaded</b>								
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<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>4159</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1693 529 1760">File Description</th> <th data-bbox="529 1693 1436 1760">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1760 529 1827">Any additional information</td> <td data-bbox="529 1760 1436 1827" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1827 529 1944">Institutional data in prescribed format</td> <td data-bbox="529 1827 1436 1944" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Institutional data in prescribed format	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Institutional data in prescribed format	<a href="#">View File</a>								
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of</b>									

supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1274

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

NIL

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
7166	101

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For experiential and participative learning, some departments have mandatory field trips. Other departments also try to conduct field trips wherever possible. The ICT room is also used by various departments to screen relevant multimedia documentaries and films for the students. Experiential and participative learning and problem solving methodologies are also used by the teachers in classroom teaching wherever possible. However, in the lockdown period due to covid-19 many of these measures like field trips,



etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has an ICT-enabled classroom which can be used by all departments on a rotational basis. This room is used by various departments to screen multimedia films and documentaries relevant to the course. Many teachers also use laptops and other personal devices to show relevant pictures and short films.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

101

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

1351

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is done regularly in each semester by each department at a more or less uniform time period. There is an Examination Committee that monitors and arranges the conduct of all the internal examinations in a smooth and transparent manner. Also, each department can choose their own mode of internal assessment within the parameters allowed by the affiliating body the University of Burdwan such as examination, home assignment, project etc. The dates for examination are decided by the Examination Committee in consultation with the Teachers Council and announced well in advance to the students. The departments evaluate the students and submit the results to the University portal as well to the Examination Committee of the College.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Internal examination related grievances is dealt with at two levels - one at the level of the department concerned where the teachers try to address any grievances. If they are not able to address any grievance the students may approach the Principal and the Examination Committee of the College. The Principal solves such problems in consultation with the faculty members of the Department. If the grievance pertains to any technical or inadvertent error in the portal, the Principal takes up the matter with the University authorities to solve the problem. All this is sought to be done in a transparent, time-bound and efficient manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Weblink:** [http://www.katwacollege.ac.in/co\\_po.php](http://www.katwacollege.ac.in/co_po.php)

The Programme outcome and Course outcomes of all the courses offered by the institution in its 17 departments (16 plus B. Ed) are put up on the College website. Students are also explained the Programme Outcome and Course Outcomes in their introductory classes for each semester and course by the respective teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://katwacollege.ac.in/co_po.php">http://katwacollege.ac.in/co_po.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Since the institution is affiliated to the University of Burdwan and follows its curricula and also examination and evaluation system in toto, there is no separate mechanism for evaluation of the programme outcomes and course outcomes except in terms of marking in both internal assessments and the final examinations. The marks obtained by the students in each course in both internal and external evaluations are at present the only evaluation of attainment of outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

1456

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://katwacollege.ac.in/images/uploads/Student%20Satisfaction%20Survey%202021-2022.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NIL

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2279

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0



File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution had 41 classrooms in all its sections. During the course of the year three (3) new classrooms in the B. Ed section were added. Apart from this there are two Seminar Halls of which one is ICT-enabled in which all departments take classes rotationally as per their requirement. Out of this, 36 classrooms have wifi / LAN facilities and 8 classrooms have LCD facilities. There are also one Auditorium which is fully wifi / LAN and also LCD facilities.

Apart from this, there are 8 laboratories for the Science departments. Thus there is requisite infrastructure in place though in keeping with the increasing intake, infrastructure will

have to be upgraded including number of classrooms and also more equipments and facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has an indoor auditorium with a seating capacity of 150 in which cultural programmes as well as academic seminars are held. The College Sports Field is of an area of 6600 square meter in which the Annual College Sports as well as other games and tournaments are held.

One indoor games complex established in 2018 with an area of 1250 square feet in which games such as table tennis, badminton and carom are held.

A gymnasium which was established in 2002 with an area of 1000 square feet with equipments like 10 Set /Machine 1 pc (Big Machine Plate 29 pc), Jaggar 20pcs, Cycling 2 pcs, 2 set machine 1 pc, Sit up 1 pc, Rubber Plate Big 1pc, Rubber Plate Small 2 pcs, Weighing Machine 1 pc, Kamachi 1pc, P.V.C. Jogamet 2 pcs, etc.

A Boys Common Room has facilities for table tennis and carom. The Girls Common Room for playing carom. There is also carom playing facilities for teachers in the Staff Room Annexe.

All of the above facilities are used by both students and employees. However, in the lockdown period when students are not physically present in the College, these facilities have not been used.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart**

class, LMS, etc.

Nil

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

45

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

71.61

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Central Library is maintained by KOHA Software. Other two library - Morning Library and B. Ed Library sre also maintained by KOHA software soon.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
.59	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
473 4395	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has arrangement with private service providers for providing net facilities including both wired connection for desktops and also wi-fi. These are regularly updated and the contracts with the service providers renewed or changed as the case may be. There is also an IT Committee headed by a Convenor which looks after the physical infrastructure like desktops, printers, laptops etc and also the software and data requirements of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

144.42

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For maintenance of physical, academic and support facilities, the institution has an Infrastructure and Equipment Committee which looks after maintenance and utilization issues. Requirement of up gradation of infrastructure are discussed in Staff Council and IQAC meetings. Decisions taken by the management regarding this are followed.

Computers are utilized by both teachers and office staff for various administrative, official and academic documents notices, vouchers, billing, administrative plans, academic and teaching plans etc .

Regarding maintenance and upgrading of departmental infrastructure, the Departmental Head informs the Principal and Principal forwards it to the Purchase Committee, who after discussion in the meeting, seek quotations and sends them to the Department for comparison lists. After getting it, the Purchase Committee places the order.

Every department maintains a stock register of the Departmental equipment.

Washrooms and rest rooms are cleaned daily and dustbins are available in every floor. The ICT Committee of the College looks

after the computers, printers, software.

The College has LAN, Internet and Wi-Fi facility and also CCTV surveillance within the campus.

The College has three Libraries and one Library Committee. The Library Committee looks after the general maintenance and up gradation of the Library with the help of the Librarians.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

4205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

9

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>E. none of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>E. None of the above</b>



**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

87

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

119

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

10

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student representation is there in various bodies and committees of the College like the Governing Body, IQAC, Internal Complaints Committee, Anti Ragging Cell, Library Committee, Fee Concession Committee, Sports Committee, Cultural Committee, Magazine Committee and Hostel Committee. One student representative is a member of the highest administrative and decision-making body of the institution, the Governing Body. A student representative is a member of the IQAC.

Apart from this, there are additional student representatives in all the committees for extra-curricular activities involving students. The students council organizes the cultural programmes, Teachers Day programmes and also Saraswati Puja and Nabi Divas functions of the College. The students council brings out its annual magazine featuring contributions from the students. Thus, student representation is there at both the administrative as well as co- curricular and extra-curricular activities of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

23

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

Katwa College has a registered Alumni Association which supports the institution in all its endeavours both financially and otherwise.

The association registered with the name Katwa College Alumni Association (Reg. No. S/2L/No. 62185 of 2016-17) was formed with effect from 09/12/2016 with emphasis on Expansion, Equality, Excellence and Employability. The association has so far been able to provide financial help to the meritorious students from economically challenged backgrounds. The Alumni Association members have also given their valuable feedback in the survey conducted by the institution. They have expressed their willingness to play a more active role in the development of the institution and have asked the college authorities to play a more proactive role in involving the Alumni Association with convening of more frequent meetings. However, because of the covid-19 induced lockdown, the meetings and other activities of the Alumni Association have also been restricted in this period. The association proposes to hold talks and seminars in future.

The Association contribute Rs 50000/- for development of college infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Almost all members of the Teachers' Council either as member of the Governing Body or as member of the other thirty two different sub- committees which is prepared by the Teachers' Council and later on approved by the College Governing Body, participate in implementing the decisions which clearly satisfy the condition of decentralized participatory management. An Examination Committee headed by the Principal as supervisor, three teachers as Assistant supervisors, and a few non-teaching personnel as supporting staff of the said committee, is framed which actually monitors the entire internal examination of that particular semester. A central Routine Committee finalises the Master Routine at the beginning of every academic session. After preparation of Master Routine, preparation of departmental routine, distribution of syllabus with proper manning and syllabus modules. Each year, our students participate in the DPI and University organizes cultural competitions and sports. The students of our NCC unit regularly participate in the programmes of national commemoration days and events. NSS volunteers of our college frequently organise health and environment related awareness programmes. The college IQAC guides the faculties to organise seminars, conferences, workshops as well as inspire them to represent the College in academic events organised by other institutions in India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Examination Committee of the College consisting of the Principal, the Teachers Council Secretary, three teacher representatives and three non-teaching employees take full responsibility for conduction of all the examinations held by the College, including Internal Assessments and also University Examinations. The Committee takes important decisions like the dates of holding Internal Assessment examinations, printing of question papers sent by the respective departments and allotment of rooms for conduction of the examinations. The Examination Committee holds spot evaluations for the Arts Departments. In the lockdown period when examinations were being conducted online, the Examination Committee had taken on the full responsibility of uploading of question papers in time and ensuring that the new process in many ways unfamiliar to both teachers and students, is adopted successfully through ensuring timely communication of the system to both teachers and students. This example of effective leadership through decentralization and participative management ensures that the College conducts in every Semester whether through offline or online system, a smooth examination process for around 6000 students enrolled in the College, where in the lockdown period the College is responsible for assessment and uploading of marks of both internal and final examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Examination and Evaluation

The most effective and active body of the college is Examination

Committee which is nominated by Teachers Council and subsequently approved by Governing Body of the College, Everyday performance of a student is assessed by asking short questions from the previous day's lecture. Class tests are taken in the form of short as well as descriptive questions. The corrected answer scripts are given back to the students. For practical based subjects, excursions and field reports are guided by the concerned faculty of the Department. As per the guidelines of the University Internal assessments are conducted separately of all the semesters before each subsequent final examination. Under the circumstances of lockdown due to the COVID-19, it was instructed by the University of Burdwan, following the order of Higher Education department to arrange online exams for the final semester students. The Examination Committee had arranged a well-managed system to conduct online exams of about 6000 all semesters students, most of which are belonging to rural area. The online evaluation of answer scripts of the students was also successfully done well in advance through pre planned guidelines adapted by the College in collaboration with IQAC and Examination Committee also.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The apex decision-making and administrative body of the institution is the Governing Body, which consists of the President, the Secretary (Principal of the College), nominees of the State Government, nominees of the affiliating university, sponsor's nominee, teachers' and non-teaching employees' representatives and a students' representative. The administration of the Morning Section of the College is looked after by the Morning Section In-Charge. The financial administration of the institution is looked after by the Bursar and is overseen by the Finance Committee. IQAC consisting of the Coordinator and other members monitors and makes recommendations for maintaining and upgrading quality in both academic and administrative functions of the College. There is also a non-teaching employees' council to address the concerns of the non-teaching staff of the College.

There is also a Students Council of which the Principal is the Honorary President, and consists of the Vice President, General Secretary, Assistant General Secretary and other members for specific extra-curricular activities.

Among support activities, the institution has three libraries for the Day, Morning and B. Ed sections each looked after by the respective Librarian. The Boys' Hostel and Girls' Hostel are looked after by Superintendents appointed from among teachers.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://katwacollege.ac.in/Organizational%20structure.pdf">http://katwacollege.ac.in/Organizational%20structure.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has a registered Credit Cooperative Society established in February, 1989 called Katwa College Employees' Credit Cooperative Society. The society offers short term, midterm, medical, house building and personal loan on first cum first serve basis. Both teaching and non-teaching staff are its



members. The Society is run according to the relevant government rules and hold annual AGM. All members contribute a fixed amount from their salaries and are given interest at the applicable rates and members can also take loans from the cooperative society at competitive rates of interest. There are provisions of various types of loans like short- term, medium term etc. Also, there are quarter facilities for outstation teaching employees with a total of 20 such residential quarters, of which 18 are in a separate quarter area adjacent to the College with its own playing field. There is also a quarter for non- teaching staff within the College campus. A festival advance is bestowed upon all teaching and non teaching staffs before Puja vacation which is recovered later on from the salary without any interest. The college organizes Provident Fund loan for its employees as early as possible on need basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

22

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

There is at present no statutory performance appraisal system for teaching and non-teaching staff as per the norms of the State Higher Education Department or the affiliating institution. Therefore, the College has not initiated any such performance

appraisal system on its own. Appraisal for teachers is a part of the Career Advancement Scheme (CAS) however there is no performance appraisal on the part of the institution as per current norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. Internal audit of the college is conducted every year by a firm chosen by the Directorate of Public Instruction, Govt. Of West Bengal. The audit as well as the report is placed in Governing Body for deliberation. The Body advices the Principal to take measures on various comments of the audit firm. External Audit is conducted either by the Higher Education Department or the affiliating University as and when required. The initiation of this is not within the purview of the Institution. The college completed the last External Audit in the session 2013-14.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**NIL**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

#### 6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has initiated a practice of encouraging senior students to take classes of junior semesters. This process has started as an experiment with five departments and has since been started in all departments. It has resulted in building up motivation among the students and encouraging them to prepare a certain topic under guidance of the departmental teachers. It has also served to encourage the advanced students selected to take classes to overcome their diffidence and encourage them to express themselves. The practice has generated enthusiasm among both the students and teachers. The practice has started successfully and 18 number of classes has been taken as yet by 650 number of students who have taken the classes. We are also in the process of collecting and collating feedback from the students regarding this practice.

ii) IQAC has started the process of taking feedback from the students regarding various aspects of the teaching-learning process, satisfaction of the students with the efforts of the teachers and the institution etc. These feedbacks have been analysed for both positive and negative aspects and the areas

where there is scope for improvement have been pinpointed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Since most of the 2021-22 session was within the period of covid-19 induced lockdown, the IQAC had to implement and monitor the online learning process. IQAC ensured that the teachers were familiarised with the process and the students were also helped to make online learning a success.

The IQAC had also overseen the process of online evaluation and assessment, ensuring that the evaluation system is smooth, hassle-free and transparent.

The IQAC ensured that the course outcomes and programme outcomes of each department are easily available and accessible in the college website, IQAC also ensured that online learning material from all the Departments were uploaded on the college website for easy access by the students. Online routines of each department were formulated and implemented by the IQAC. That all these measures taken by the IQAC to qualitatively improve the teaching-learning process of the college has been successful as compared to the preceding year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

**A. All of the above**

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.katwacollege.ac.in/academic_audit_report.php">Weblink: http://www.katwacollege.ac.in/academic_audit_report.php</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<b>NIL</b>	
File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

As all colleges and Higher Education institutions were almost closed in this period due to Covid-19 lockdown, this item has not been implemented yet. It will be pursued after normalization of activities post restrictions.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

A. Any 4 or All of the above

- 3. Pedestrian Friendly pathways**  
**4. Ban on use of Plastic**  
**5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**E. None of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**NIL**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**NIL**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes**

**B. Any 3 of the above**

**professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College celebrates Independence Day and Republic Day every year by hoisting the National Flag in the campus as well as on the College roof by the Principal (Head of the institution) in the presence of students, faculty members and non-teaching staff. The National Anthem is sung and speeches commemorating the patriotic events are organized.

The National Cadet Corps unit of the College also celebrates both these days. The College NCC unit separately separates Sachha Bharat Avijan, Ganga Bank Avijan, International Joga Day.

The College also celebrates its Foundation Day on 16 August every year through participation of students, faculty members and teachers.

The College also organizes functions on Teachers Day which is organized by the students of B. Ed department and also General Section separately where speeches on Dr. Radhakrishnan and the significance of the day

The National Service Scheme units also celebrates other days like International Yoga Day, Netaji Birthday, AIDS Awareness Day, NSS Foundation Day through participation of teachers and students.

The student council organizes Saraswati Puja, Vasanta Utsab every

year through mass participation of students along with their guardians which is organized in the College.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice -1

#### 1. Title of the practice:

Advanced students taking classes of junior semesters under guidance of departmental teachers

### Best Practice -2

#### 1. Title of the Practice: Medical Unit

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Katwa College, a semi-rural college located in Purba Bardhaman, West Bengal, is committed to the vision of imparting education to its students that is comprehensive, innovative and entrepreneurial. The institutional distinctiveness of this college lies in the fact that it is consistently striving towards opening

up post graduate course and new under graduate courses for its students. The College has a separate section, i.e. the Morning Section, dedicated specially for female learners. Female students who want to pursue General Course in Humanities are catered to in this section. Female learners aspiring to pursue Honours Course in Humanities, Science and Commerce are admitted to the Day section. This is more important in the case of girls from the minority coming from comparatively conservative background, who take admission in the Morning section of the College. Special care is taken so that Kanyashree, a special governmental scholarship for girl students of the state of West Bengal is applied for and reaches the female students of the College in time. The College has a separate common room with a lady attendant exclusively for the girl students. The Institution also has a girls hostel where female students can be accommodated at a cheap cost.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. To arrange Add on Certificate courses
2. To arrange Rain water harvesting and Solar Energy System
3. Upgrade and modernize the college laboratories
4. To arrange MoU with more Government & NGOs
5. Arrange online / offline inter-departmental cultural competitions among college students.
6. To initiate the introduction of new UG and PG courses.
7. Strengthen all the departmental libraries to increase accessibility of books and resource material for students.