

**KATWA COLLEGE**  
**KATWA**  
**ESTD. 1948**


**CONSOLIDATED**  
**ACADEMIC AUDIT REPORT**  
**ACADEMIC YEAR: 2018-'23**

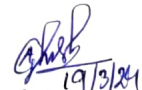
*Prepared by*  
*The Audit Committee*  
*The University of Burdwan*  
*Burdwan*

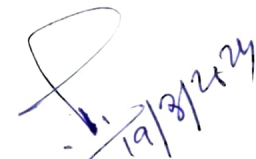
## Schedule for Academic Audit

(March 19, 2024)

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

  
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 Principal  
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## 1. Introduction

### History of College

Katwa Collegewas established on 1948 by a few acclaimed Social Leaders of Katwa College like Late Jitendra Natha MitraProf. P.N.Mukherjee, Prof. S.M. Banerjee, Dr. P. N. Bandyopadhyay, Prof. S.P. Mukherjee, Sri Anadi Mukherjee and Dr. Haramohan Singha along with other eminent local dignitaries. Even renowned Bengal poet namely Kalidas Roy and Kumud Ranjan Mallick had come forward in support of the efforts. In the First Cycle of NAAC accreditation it scored with Grade B+ on 2007 and 2<sup>nd</sup> cycle of NAAC Accreditation it scored with Grade C on 2018.

The College possesses a beautiful lush green ambience. The canopy of the trees provides carbon neutrality and also hosts a wide variety of birds. Presently, there are 15 subjects with Honours and General and 1 subject of General (Electronics) and B.Ed. Course. There are one Girls' Hostel (52 accommodation) and one Boys hostel (85 accommodation) and also 26 Staff quarter and one Principal quarter.

### Audit Committee

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

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

## 2. Objective & Scope of the Audit

Dr Nirmalendu Sarkar,Principal, in presence of other faculty members at a preliminary meeting, held on 19-03-2024 at 11.30 am, outlined the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the college to assess the following aspects in course of the audit.

### Scope

- Methodology of teaching and learning adopted for the different courses run by the different departments
- Activities of the Internal Quality Assurance Cell
- Functioning of IQAC towards institutionalization and internalization of quality enhancement in the institution
- Functioning of the laboratories and computer facilities
- Functioning of the administrative committees including Finance section
- Functioning of the Central Library and other activities
- Outreach Programmes conducted by the NSS and NCC units of the College
- Alumni and their contributions to the college
- Opportunities and scope of improvements in the major functional areas.
- Internal AAA Committee is functioning satisfactorily.

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

### 3. Methodology

Primarily, at the beginning a discussion was made with the Principal, Coordinator of IQAC and other faculty members & officials, which gave a general and broad profile of the facilities and activities of the College. The new facilities that have been added and some new initiatives, which are in the process of being developed during 2022-'23, were also noted by the audit team.

The Audit team enquired from the In-charge/Coordinators about the departmental activities and facilities, and had brief interactions with the faculty and support staff of each department. Visits to the laboratories, computer facilities, the library and B. Ed section and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the college as intended.

### 4. Distinctiveness of Institutional achievements

1. College runs three shifts of academic sessions like Morning Section exclusively for girl students of BA General and B.Ed course (Co-aided), Day Session of BA and B Sc for boys and girls of Honours discipline; and extended day for male students of BA General and B.Com. honours and General both for Male and Female.
2. College conducts regular science and arts exhibition to inspire the students in participatory learning.
3. College provide financial assistance to the faculty members to meet up the Registration Fee of Seminars/Conference to encourage the faculty members
4. Full-Time faculty members and SACT members are getting full academic support for continuing their research work.
5. College maintains greenery in and around the campus.
6. College maintains Rose Garden, Fruit plants, *etc.*, within the campus and also motivates the students in campus cleaning programs and pollution free campus.
7. Some of the best practices such as campus cleaning, maintaining tree plantation, floral biodiversity register, and introducing plastic free zone, No Smoking Zone, *etc.*, are followed in the campus.
8. College is taking care of disposing the wastes in and around the campus including hazardous chemical wastes through Katwa Municipality.
9. All teaching and non-teaching staff members, and students are aware about cleanliness and hygiene, water conservation, *etc.*
10. College has one local Health facility centre (Arogyo) which serves the stakeholders as well as outsiders/common people.
11. Teachers are following CIA (Continuous Internal Assessment) effectively and monitoring the students accordingly.

12. Most of the departments are organizing seminar/ series of lectures/ webinars on regular basis to motivate the students.
13. College provides 50% required fund for conducting the International Seminar by the department(s).
14. Students of some of the departments are preparing wall Magazines on regular basis.
15. Some of the faculty members are publishing their research articles in UGC Care listed journals, book chapters having proper ISBN, conference proceedings, etc.
16. Department of Physics is enriched with Electrical Lab, well-managed Dark Room, and general Lab.
17. College has three units of NSS and one unit of NCC and are efficiently undertaking community services.
18. College is publishing one journal, 'International Journal of Social & Natural Sciences' and is progressing for UGC registration.
19. Free WiFi facilities for all in whole campus
20. Sanitary vending machine has been installed in girls' common room and girls' hostel.
21. Installation of SOLAR System-off-grid is in process; Rainwater Harvesting System and Air Quality Monitoring Station are in working condition.
22. College participates in NIRF.
23. College has fire-fighting system in B.Ed. building and fire distinguisher in other building.
24. Bio-metric attendance system followed in the B.Ed. department for both of teachers and students.
25. College follows a welfare system through Employees Co-operative Credit Society.(Reg. No.: KT/1989).
26. College does not allow any cash transaction.
27. Career counselling committee conducts career counselling programmes and job campusing programmes on regular basis; Alumni also participated in the career counselling programme.
28. College is running under 3 shifts. So, it's building, laboratory, library are used in Optimal basis.
29. The College has a registered Alumni Association (Reg. No.: S/2L No. 62185 of 2016-17); a significant contribution has been made for infrastructural development of the College.
30. College has taken satisfactory steps in introducing PG Courses in Bengali and Education; and some Honours Courses like Physical Education, BCA, Education, and UG General Courses in Physical Education, BCA, Education, Arabic Language, Music.
31. Green Audit has been done by an ISO certificate holder company.
32. Most of the departments have departmental library.
33. The entire College is under the CCTV surveillance.
34. College has initiated to build up a business complex and necessary proposal has been submitted to the Chairman, Katwa Municipality for necessary arrangement.
35. Students are benefitted through different scholarships (>65.6%) like Kanyashree, Inspired, Swami Vivekananda merit-cum-means Scholarship, SC, ST, OBC, Minority, Jindal etc.
36. College follows appropriate time line for submitting AQAR.





37. College has submitted a proposal for repair and renovation of the Staff quarters & the boys' hostel to the Higher Education Department, Govt. of WB.

However, after detailed paper examinations and physical verification it is noted that, some of the academic practices are required to be followed by the College very seriously in consonance with NAAC criteria. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

#### 5. Suggestions/ Observations:

- ↓ College is required to implement ERP for better functioning.
- ↓ 'Ethics & Code of Conduct' for all stakeholders be framed following the University Guidelines.
- ↓ Library has more than 41,000 books as on catalogue with INFLIBNET to access and KOHA for Library Management; more access to journals is required, like e-journals.
- ↓ College is running only ~~500~~ Add-on courses.
- ↓ Overall pass percentage is 80%.
- ↓ Most of the teachers are well-experienced and 4 of them are members of different boards of studies of the university.
- ↓ The support staffs are very happy with the College administration.
- ↓ The IQAC may be strengthened for effective functioning.
- ↓ There are total 83 Classrooms, 1 SMART room, 1 Auditorium, 6 Computer Laboratories, 20 other science laboratories.
- ↓ There are total 57 permanent teachers against 67 sanctioned posts and 41 SACT; 5 non-teaching members and 59 casual non-teaching staff.

#### 5. College Campus & Facilities:

College campus consists of the following sections-

##### a. Main Campus comprises -

- (i) Main Building: Teachers' Council Room, Post Office, Class Room, Libraries, Science Laboratories, Computer Laboratories.
- (ii) Science Building: Electronics, Physiology, Zoology etc.
- (iii) Geography and Botany Building:
- (iv) Sports Complex: Indoor Games & Multi-Gym.
- (vii) Students' Activity Building: Common room for Boys, NSS room, NCC room, Girls' Common Room.
- (viii) Administrative Building: College Office, Principal's Chamber, Bursar Room, Auditorium, Canteen, IQAC Room, Meeting Room, Store Room, Arogya (Medical Service Room), Studio Room, Care Taker Room.
- (ix) One Girls Hostel and one Boys Hostel
- (x) Car parking and Cycle Stand.
- (xi) Ramp at ground floor
- (xii) Two Green Generators
- (xiii) Green area including age-old plants, medicinal garden, Rose garden.
- (xiv) Staff quarters, Principal quarter etc.
- (xv) College use LED lamps for optimum consumption of Electric.

##### b. Main campus

The College possesses a total campus area of 10.87 acres (only campus) with a built-up area maintaining a green area of 4.534 acres.

#### 6. Goals of the College

- (a) Provide an inclusive educational environment; enhance the strength and capabilities of the students coming from diverse socio-economic backgrounds.
- (b) In pursuit of an inclusive developmental mode, the college teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- (c) Encourage students to realize their own potential.
- (d) Prepare students to become analytical and responsible citizens.
- (e) Build an empowered young generation who can act as an essential component for the sustainable development of the society.
- (f) Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence.

### 7. Awards and Accolades

Formal recognition by NAAC was done in 2007 with B+ & score 77.15 during First Cycle valid up to 9.02.2012. In the year 2018 with C & score 1.65 during 2<sup>nd</sup> Cycle. Now College is preparing for the 3<sup>rd</sup> Cycle accreditation.

### New Horizons

The College has received a sanction of Rs 28,22,088/- (approved on 01.03.2023) for college playground boundary.

### 8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

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

### 9. Critical Observations

Observations based on the documents provided by the college authorities and meeting with the different stakeholders of the College on March 19, 2024 are given below:

- ✓ College must be more focussed on setting its Vision and Mission statements and has to make a good linkage of missions for reaching the goals.
- ✓ College has to prepare planning and implementation strategies for quality enhancement of the institute through ERP.
- ✓ College has to prepare its own 'Ethics & Code of Conduct' for all stakeholders as per University guidelines.
- ✓ Four faculty members are the Member of BoS, the University of Burdwan.
- ✓ Student progressions of most of the departments are satisfactory.
- ✓ Departments are requested to be more concern about their SWOC analysis.
- ✓ Department should take more initiative to prepare progression of the students in regard to academic as well as employment.
- ✓ More number of teachers will be included in the University administration/academic part.

- ✓ More number of skill development courses be introduced for the benefit of the students and creation of job opportunities.

### 10. Courses of learning

<b>Table 1: Departments in the College Stream</b>	<b>Programme</b>	<b>Total</b>
<b>Arts</b>		<b>08</b>
B. A. Bengali [Hons.& Gen.]	UG	
B. A. English [Hons.& Gen.]	do	
B. A. Sanskrit [Hons.& Gen.]	do	
B. A. Economics [Hons.& Gen.]	do	
B. A. Geography [Hons. & Gen.]	do	
B. A. History [Hons.& Gen.]	do	
B. A. Philosophy [Hons.& Gen.]	do	
B. A. Political Science [Hons.& Gen.]	do	
<b>Commerce01</b>		
B. Com [Hons. & Gen.]		
<b>Science</b>		<b>07</b>
B. Sc. Botany [Hons.& Gen.]		
B. Sc. Chemistry [Hons.& Gen.]		
B. Sc. Mathematics [Hons.& Gen.]		
B. Sc. Electronics [Gen.]		
B. Sc. Physics [Hons.& Gen.]		
B. Sc. Physiology [Hons & Gen]		
B. Sc. Zoology [Hons.& Gen.]		
B.Ed.		<b>01</b>
<b>TOTAL</b>		<b>17</b>



## 11. Assessment of Courses

### Language groups

#### 1. B.A.

- ❖ Vision and Mission of the departments be reframed
- ❖ Student progression from UG to PG is not satisfactory.
- ❖ Most of the teachers are well experienced and with PhD degrees.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ New topics be proposed to be added during syllabi orientation after getting feedbacks from alumni, passed and final year students.
- ❖ More emphasis on Career counselling be given.
- ❖ Placement process be initiated by the College authority.
- ❖ Senior students are taking classes to junior students for their enrichment.

### Humanities and Social Sciences

#### 2. B.A. & B.Ed.

- ❖ Vision and Mission of the departments be more focussed.
- ❖ Records of student progression from UG to PG be maintained
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Placement process, counselling be initiated by the College authority.

### Science subjects

#### 3. B.Com. & B.Sc.

- ❖ A good number of teachers are having PhD and possess years of experiences in teaching, particularly in Botany, Chemistry, Mathematics, Physics, *etc.*
- ❖ Some academicians be invited for innovation in teaching-learning process/enrichment programmes for the benefit of the students.
- ❖ Initiative should be taken for major/minor research projects.
- ❖ Publications of research papers in reputed/UGC enlisted journals are not satisfactory.
- ❖ One faculty member of Science is recognised as BoS member.
- ❖ Students will be engaged in in-house projects/internship/field survey for experimental learning.
- ❖ Students' progression will be taken care off; teachers are requested to maintain more liaison with the students to keep their records of achievements/job *etc.*
- ❖ Logbook for each equipment/ computer users be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.
- ❖ Departments of Botany and Zoology may take initiative to build up one museum for keeping/preserving the herbarium/plant and animal specimens, *etc.*
- ❖ Students of Botany department will take initiative to train the students to prepare PBR.
- ❖ Students be encouraged for preparation of competitive examinations.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ 'Soil and Water Testing' process be developed for making the outreach programmes in serving the society, local people and Chemistry Department be associated with this programmes.

- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students.
- ❖ Microphone and white board to be installed in the big sized class rooms.

## 12. Strengths & Opportunities for Improvements

### Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Apolitical ambience of the College
- ✓ Good and competent teaching faculty using updated pedagogy with supportive ICT facility.
- ✓ Committed and supportive non-teaching staff
- ✓ Academically above-average students use to abide by the rules and code of conduct of the College.
- ✓ Proper cleanliness of the campus be maintained
- ✓ Canteen is providing good food.
- ✓ Non-teaching staff members are equipped with computer orientation for their day-day work.
- ✓ NSS/NCC units are active.

### Opportunities for Improvement

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

- ✓ More research initiatives
- ✓ More publications
- ✓ Innovations in teaching-learning
- ✓ Initiation of skill-development programmes
- ✓ Framing of more number of Add-on courses focussing the employability opportunity of the students

## 13. General Conclusion

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

## 14. Declaration

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

Date: 19/03/2024

Place: Katwa College


Katwa




*M. Sakkar*  
Signed by  
College Principal with Seal  
**Principal**  
**Katwa College**

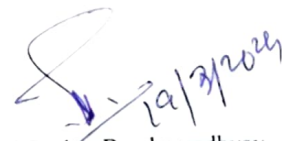
## 15. Gratitude

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

  
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