Yearly Status Report - 2018-2019

<table>
<tr><td colspan="2" align="center">Part A</td></tr>
<tr><td colspan="2">Data of the Institution</td></tr>
<tr><td>1. Name of the Institution</td><td>KATWA COLLEGE</td></tr>
<tr><td>Name of the head of the Institution</td><td>Dr. Nirmalendu Sarkar</td></tr>
<tr><td>Designation</td><td>Principal</td></tr>
<tr><td>Does the Institution function from own campus</td><td>Yes</td></tr>
<tr><td>Phone no/Alternate Phone no.</td><td>03453-255050</td></tr>
<tr><td>Mobile no.</td><td>9749110550</td></tr>
<tr><td>Registered Email</td><td>katcoll2009@gmail.com</td></tr>
<tr><td>Alternate Email</td><td>drnir1965@gmai.com</td></tr>
<tr><td>Address</td><td>Dukbanglow Road</td></tr>
<tr><td>City/Town</td><td>Katwa</td></tr>
<tr><td>State/UT</td><td>West Bengal</td></tr>
<tr><td>Pincode</td><td>713130</td></tr>
</table>

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Nijamuddin Ali**
Phone no/Alternate Phone no.	**03453255049**
Mobile no.	**9474378645**
Registered Email	**iqackatcoll@gmail.com**
Alternate Email	**nizam8734@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://katwacollege.ac.in/images/uploads/AQAR%202017-18%20Final.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.buruniv.ac.in/bunew/Template.php?page=Information&subpage=AcademicCal

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B+**	**77.15**	**2007**	**10-Feb-2007**	**09-Feb-2012**
2	**C**	**1.65**	**2018**	**02-Nov-2018**	**01-Nov-2023**

6. Date of Establishment of IQAC	**14-Jan-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!			
View File			

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Reaccreditation (Cycle2) of the college by NAAC

Academic sub-committee reformation to include newly appointed 17 faculties.

Feedback is collected from different stakeholders and analysed.

AAA & Green Audit are prepared

Proposal for opening of PG course is prepared.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
A threadbare discussion on further improvement of the overall academic atmosphere of the institution takes place in the IQAC meeting.	Follow up discussion is made in the Governing Body meeting and the principal is instructed to take necessary initiative in this regard.
Establishment of ICT enabled class Room.	ICT enabled Class Room has been established.
To prepare a bilingual discourse on the newly introduced CBCS Course and Curriculum and to publish.	The bilingual discourse has been prepared and duly published.
To frame new Master Routine(s) for different sections accommodating both old (1+1+1) and newly introduced CBCS Course and Curriculum. To procure books, equipments and chemicals	Procurement of books, equipments and chemical has been started but the college is facing hurdles to carry on the process due to shortage of adequate funds because the College has not yet been able to create alternative sources that can generate enough funds for the purpose. It is to be noted in this respect that the College is a Grant-in-aid Institute with occasional government funding towards purchase of books and equipments. The rest of the expenditure is to be made from the college fund. This fund is generated by the Tuition Fees collected from the students and 50% of the collected Tuition Fees per annum is to be deposited with the Govt. Of West Bengal.
To proceed for Feedback analysis	Feedback collection from different stakeholders and analysis of the collected feedback has been done.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	17-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

02-Feb-2019

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college has adopted the information system for the following modules : ? Student admission and support The entire admission process from availability of the admission form through paying the admission fee online and the final admission notification takes place online and bulk messaging system. After admission, the student registration under the affiliating university is also notified through bulk messaging system and registration status likewise. The college has an official Facebook page KatwaCollege Admin which can be accessed by students and they can see all important notifications here. ? Examination The college has purchased software named College Administrative Management Software from ecamps. This software apart from several other functions also has the facility to conduct examinations online for the students. This practice will be materialised soon. ? Finance and Accounts The salary of the permanent staff is credited to the employees account through the IFMS system that is handled by the State Government. The Katwa College Employees Cooperative Credit Society also manages its affairs through IFMS. The variable interest of the loan is calculated by this system and the instalment is due is deducted from the salary of the concern staff every month. ? Administration The software also has the mechanism to maintain stock register, provident fund and create effective professional network by enabling all employees to create official Email ID that will help all stakeholders to effectively communicate regarding all academic and administrative matters. This will also pave the way for creating and maintaining an effective Alumni Database.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The vision of the college is to spread quality education among students aspiring for a good future. The college also tries to provide education to learners belonging to backward classes and weaker section of the society. The college strives to make the students beyond the syllabi through various activities of the NSS and NCC. The prospectus provides all information that a student needs. The college offers Honours in a number of subjects in Arts, Science and Commerce stream. The Honours subjects are teamed up with several General subjects. Apart from these, every learner has to study Compulsory Bengali, compulsory English and Environmental Science during the 3-yr course. The college does not enjoy any academic autonomy since it is affiliated to the University of Burdwan. Test Examination is organised for part I and Part II students who are going to sit for University examinations. Apart from this, class tests are conducted by the teachers to monitor the progress of students from time to time. All academic activities are monitored bt the Principal, IQAC and the Teachers' Council.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback committee of the college conducts feedback obtaining process during the whole year from different stakeholders. questionnaires were prepared accordingly. The feedback report for three stakeholders, i.e. students, teachers and alumni has already been completed for the session 2018-19 while that of the parents is under process since sufficient data was not available for the same. The questionnaires with opinions are collected and the result is arrived at through statistical method.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	5858	0	62	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The economically challenged students who are admitted apply for free ship which are sanctioned accordingly and they avail of it. The faculty in each department try to identify three level of learners in the honours classroom -- the weak, average and advance learner and try to negotiate their teaching activity accordingly striving to cater to the learners according to the level they are in. A mentor-mentee committee is formed to give a concrete proposal for a formal mechanism for the same.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5858	62	1.94

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	60	15	2	22

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Class tests and test examinations before the finals are held to gauge the improvement made by the learners in their field of study in 111 system. The affiliating University has introduced Choice Based Credit System on the basis of semesters from the session 2017-18 onwards. Internal evaluation of the students in all subjects by the teacher is mandatory under this system since marks obtained in these internal tests are to be added to the marks of University examination held at the end of the semester. The internal evaluation of the students can have three forms, viz. class test, seminar presentation and assignment. This is the only institution within the sub-division that offers Honours course in six Pure Science and Bio Science subjects. Honours in eight subjects are offered in Humanities along with General course in all of them. A huge number of students are admitted to the General Course. Therefore, continuous internal tests can be held for Honours students only as the teacher-student ratio is not promising at all.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At least two internal tests are held during the semester as introduced under

CBCS before the final examination is held at the end of the semester. In case of 111 system test examinations are held before the students appear for final examination. The college mentions the date of the unit tests and internal tests in the academic calendar of the year. Nevertheless, it is not always possible to strictly adhere to the dates since the College acts as a venue for all University examinations. The dates of University examination vary each year therefore the date of the internal tests has to be changed accordingly.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.katwacollege.ac.in/co_po.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The feedback conducted by the feedback committee of the college for the students is the only means of awareness regarding the campus experience of the students. The college started a mechanism for a formal online survey on its own from 2018-19 session. http://www.katwacollege.ac.in/feedback.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center				Start-up	up	Commencement

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
284.28	90.43

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA customised	Partially	16.05.07.000	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	67	2	44	2	0	13	54	4	0
Added	0	0	0	0	0	0	0	0	0
Total	67	2	44	2	0	13	54	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
18.18	1358414	14.52	3293890

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Matters of construction/repair related development work are itemized in the meeting of the Governing Body for discussion. After approval of GB, estimates are asked from the government agencies of the State Government like Katwa Municipality, Purba Bardhaman Zila Parisad, PWD the Soil Testing Department of Jadavpur University. The estimate is placed in the GB for ratification and after ratification work order is handed over to the PWD for starting the work. After completion of the work, PWD submits the Utilization Certificate which is again ratified in the GB.

http://www.katwacollege.ac.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	NIL	0	0	0	0
2019	NIL	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of stduents placed	Name of organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	15	BA (BENGALI)	BENGALI	BURDWAN UNIVERSITY	MA (BENGALI)
2019	7	BA (ENGLISH)	ENGLISH	BURDWAN UNIVERSITY	MA (ENGLISH)
2019	2	BA (GEOGRAPHY)	GEOGRAPHY	BURDWAN UNIVERSITY	MA (GEOGRAPHY)
2019	1	BA (POLITICAL SC)	POLITICAL SC	BURDWAN UNIVERSITY	MA (POLITICAL SC)
2019	5	BA (PHILOSOPHY)	PHILOSOPHY	BURDWAN UNIVERSITY	MA (PHILOSOPHY)
2019	7	BA (SANSKRIT)	SANSKRIT	BURDWAN UNIVERSITY	MA (SANSKRIT)
2019	4	BSC (PHYSICS)	PHYSICS	BURDWAN UNIVERSITY	MSC (PHYSICS)
2019	8	BSC (CHEMISTRY)	CHEMISTRY	BURDWAN UNIVERSITY	MSC (CHEMISTRY)

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

No Data Entered/Not Applicable !!!
[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

? The students are the most important stakeholders of the Institution and they are represented through a Students Union elected democratically. The Students Union plays a very active role in all academic and administrative activities of the College. ? The Students Union communicate all academic decisions of the Teachers Council, such as beginning of the class at the opening of the session, class routine, dates of internal tests as well as dates of University examinations that are announced by the affiliating University. ? The General Secretary (GS) of the Students Union is an ex-officio member of the Governing Body and also the IQAC. As member of these bodies the GS expresses the opinions and needs of the students as a whole and his/her ideas are given considerable importance in the meeting of these bodies. ? The Students union plays a positive part in celebration of various important days such as the Independence day, republic Day, Foundation day of the College, Teachers Day, Freshers Welcome, College Social, Annual Sports, Saraswati Puja and Navi Diwas.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

? 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 association proposes to hold talks and seminars in future. ? The association collects funds from its alumni for various social work and development of the college. ? It maintains and updates a register of the alumni.

5.4.2 – No. of enrolled Alumni:

780

5.4.3 – Alumni contribution during the year (in Rupees) :

78000

5.4.4 – Meetings/activities organized by Alumni Association :

02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The official website of the college has been re-designed keeping in mind the upcoming requirements by a website committee were set up the Teachers' Council meeting. After the appointment the committee met several times along with the professional designer to decide on the layout and the contents of the same. The layout was placed before the Teachers' Council for its approval and it replaced the older version.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The teachers have started preparing course outcomes for the contains of the syllabi and the same are being uploaded. It is a continuous process.
Teaching and Learning	Inter Disciplinary special Lectures both by Internal teachers of the Institution and the external faculty, experts in their fields was decided to be conduct These Lectures have already been delivered at the onset of the current session (2019-20). Film screening of adopted version of literacy text have been conducted.
Examination and Evaluation	Class tests have been taken beside two formal Intra-Semester Examination. Semester-End / Year-End examination have been conducted by the affiliating university. Student seminar by group has been conducted that have facilitated the research interested and orientation. Student Projects along with viva voice and regular tutorials based on visual and verbal teaching add an interesting touch to the evaluation method apart from the written examination form.
Research and Development	The college has a research and a journal committee which approves applications for Minor Research Project. Application of PTAC is processed by the UGC nodal officer. The college published a By-Annual double bind peer reviewed online academic journal named – International Journal of Research on Social Natural Sciences. The publication of this journal is supervised by the Research and journal Committee.
Library, ICT and Physical Infrastructure / Instrumentation	There are there Libraries – Day, Morning and B.Ed. The details of library are given in Metric no 2.3.1, 4.2.1, and 4.3.1. Procurement of books has been started to meet the requirements of department as referred the newly introduce CBCS syllabus. One ICT enabled class room has been started functioning. The college within its financial limitation has started purchasing equipments need to run the CBCS course and curriculum.

Human Resource Management	The canteen has been renovated and the menu has been modified to accommodate the interested of all stakeholders who travel a considerable distance. The renovation of the Security Guard seating area has completed. The college is in tireless effort for having non teaching staff-pattern from the state government but has not yet succeeded. However the college has deployed some casual staff both skilled and unskilled to improve the student- nonteaching ratio which will definitely help the administration to run student-related bulk assignments like, admission, registration and examination related jobs and also to run laboratories smoothly.
Industry Interaction / Collaboration	NIL
Admission of Students	Admission of students is completed online with the help of software purchased from a private concern. Subject-based merit lists are prepared for Honours and general courses and candidates are admitted online till the stipulated intake approved by Burdwan University is reached. The college strictly follows the rules of the State Government regarding admission of the candidates under reserved categories. Testimonials of the admitted students are verified after commencement of classes.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Tenders and quotations are invited through college website (www.katwacollege.ac.in). Advertisements are also given in Newspapers.
Administration	Salary of permanent staff is done through IFMS, a state government portal.
Finance and Accounts	Internal Audit of the college is conducted every year by a firm chosen by DPI, Government of West Bengal. The audit and the report is placed in the GB for deliberation and it advises the Principal to take measures on comments of the Audit Firm. The planning Board allocates State Fund grant generated for books, equipments chemicals to the various departments according to their requisition. Purchase Committee invites

	supply order Finance of the report submitted by planning board. Lowest bidder receives supply order Finance committee checks, verifies approves the payment of the bills submitted by the vendor.
Student Admission and Support	Online facilities have been provided at different stages of Admission, viz. Admission Notification, Form- Fill- Up, preparation and publication of Merit List acknowledgment of money receipt and details of verification schedule through e. Mail and bulk message. College website has been extensively utilised to reach students bearing information about institutional freeship, different government and non-government scholarship, date and schedule of registration, examination form-fill-up and distribution of admit Cards, etc. Different government portal have been made use of to enlist students for different government and non- government scholarships.
Examination	Facilities are therefore online registration, form fill-up for university examinations, online submission of marks of intra-semester evaluation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0
2019	NIL	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	06/02/2019	26/02/2019	21
UGC Faculty Improvement Programme	1	29/08/2018	03/11/2018	6
WORKSHOP	1	17/08/2018	18/08/2018	2
WORKSHOP	1	18/01/2019	20/01/2019	3
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? The college releases the salary for its employees on the 1st of every month. ? The college Fund pays the salary in case the grant from the state Government is delayed in case of faculty who have newly joined and their pay fixation is pending, and the money is later reimbursed. ? The college employees established a credit cooperative in February 1989 called Katwa College Employees' credit cooperative Society. The Society offers Short Term, Middle Term, medical, house-building and personal loan on first-come-first serve basis as well as need basis. ? The teaching staffs of the College are covered under Group Insurance Scheme. ? A festival advance is bestowed upon all teaching staffs, both permanent and casual, before puja vacation which is recovered later	? The College releases the salary for its employees on the 1st of every month. ? The College employees established a credit cooperative in February 1989 called Katwa College Employees' Credit Cooperative Society. The Society offers Short Term, Middle Term, medical, house-building and personal loan on first-come-first serve basis as well as need basis. ? The staffs of the College are covered under Group Insurance Scheme. A festival advance is bestowed upon all teaching staffs, both permanent and casual, 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. ? College provides free Wi-Fi and internet facilities to teachers,	? The College has a tie-up with Students' health Home which provides free treatment to the students. ? Students from poor financial condition can avail of partial/full free-ships from the second year. ? The College also makes arrangement for availability of National Merit Scholarships. ? The college coordinates and makes arrangement of availability of government stipends, scholarships and financial grants of Minority, reserved categories, Kanyashree and Non-Govt. Scholarships from Priyambda Birla Trust, Inspire (TATA) and Jindal trust.

on the salary without any interest. ? The College organizes Provident Fund loan for its employees as early as possible on need basis. ? The College provides quarters for its permanent teaching staff and librarians. However, all of them cannot be accommodated in the quarters as the number of quarters is only 26. ? College provides free Wi-Fi and internet facilities to teachers. ? The college authority has initiated a practice of felicitating the retired staff.	non-teaching staff and students. ? The College authority has initiated a practice of felicitating the retired staff.	

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and External financial audits regularly. Internal audit of the college which conducted every year by 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 preview of the Institution. The college faced the last External Audit in the session 2013-14.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Governing Body
Administrative	No		Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The departments have started conducting regular parents-teacher meet after the internal examination performance of the honours students. Feedback

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. pass percentage of students is enhanced, 2. Integrated library management is introduced, 3. All old buildings including, Classrooms, Hostels and Quarters etc. is renovated

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	21
Rest Rooms	Yes	21
Scribes for examination	Yes	21
Any other similar facility	Yes	21

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

and disadva ntages	contribute to local community					

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
For Students: Prospectus	**07/08/2018**	**The prospectus serves as a guide book for the learners. Master Routine and Academic Calendar provide information about class time schedule (weekly), teaching days (Monthly)This information brochure makes students aware of Course-Curriculum, Semester wise CIE (Continuous Internal evaluation) and semester end evaluation (Conducted by the University of Burdwan). Duties and responsibilities of a learner are given in the prospectus. For a fresher this heard book is very effective in terms of different student support facilities, both financial and academic. Students get first hand information about Hostel, NCC, NSS, and Multi-Gym from the Prospectus.**
For Teachers : Statute (Burdwan university), Service rules for university and college Teachers (govt. of West Bengal)	**07/08/2018**	**Code of conduct given in the college prospectus guide teaching staff about their Academic Duties. Viz. Class Schedule. Tutorial Classes, Examination Related Assignments set by the college and university , Academic Duties, service benefits etc. The code of conduct is updated when it is modified by West Bengal Govt., Burdwan University and UGC.**
For Supporting Staff : Statute (Burdwan university) , Service	**07/08/2018**	**Administrative, Technical and Support Staff are guided by rules given in**

the college prospectus. Dealings with UGC, State Govt and the affiliating university are done by administrative staff. Salary Bill and students related assignment like admission registration examination form fill up, financial transaction and account maintenance are the duties of them. Technical staff helps teachers to runs laboratories and libraries smoothly, support staffs helps teacher administrative staff and technical staff as instructed. The code of conduct is updated when it is modified by West Bengal Govt., Burdwan University and UGC.

rules for university and college Teachers (govt. of West Bengal)

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	400
Observance of Netaji Birthday	23/01/2019	23/01/2019	150
Observance of Republic Day	26/01/2019	26/01/2019	250
Saraswati puja	10/02/2019	11/02/2019	3000
Observance of Navi Diwas	26/09/2018	26/09/2018	200
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? The greenery in the main Campus is preserved with care so that an ecological balance may be maintained in the area. There is one medicinal plant and two floral gardens inside the Campus which help the environment as well as serve the students of the Department of Botany. ? NSS volunteers and NCC cadets keep the campus clean and green. Plants, trees and lawns are maintained regularly. ? A noise-free generator of 65 KVA has been installed for uninterrupted power supply throughout the day. ? Observance of World Environment Day. ? Medicinal Plant Garden is maintained properly. ? NSS conducts awareness programmes on the use of eco-friendly products. ? The Institution is striving to become plastic-free and has succeeded in doing so to a large extent. ? Campus is declared as No-tobacco zone. ? Students and most staff coming from outside the town use public transport for attending the College.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Promotion of Research and Quality Teaching through ICT integration 2. Student Centric Learning, Sports and Cultural Activities

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.katwacollege.ac.in/mission_vision.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Empowerment of women is the need of the day and the College has a vision to accomplish this by spreading education among the girls. 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 of the Institution. There is a considerable minority population in the neighbouring districts of Burdwan, Birbhoom, Nadia and Murshidabad. The College tries to attract students from the minority community as far as possible. This is more important in the case of girls from the minority coming from comparatively conservative background, who are admitted to 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 separate hostel for girls where female students coming from distant places can be accommodated at a cheap cost. The hostel has a male security for night time watch. The Institution has an Internal Complaints Committee which may be taken advantage of by the girl students in case of gender discrepancy. Fortunately no such case has been reported yet among female learners.

Provide the weblink of the institution

http://www.katwacollege.ac.in/mission_vision.php

8.Future Plans of Actions for Next Academic Year

The college hope to materialize the following in the session 2019-20: 1. Student satisfaction survey in stand-alone-online method. 2. Feedback analysis in stand-alone-online method. 3. Smooth functioning of online internal examination system. 4. Conduction of International/National/State-level seminar for faculties and students. 5. Conducting Academic and Administrative Audit 6. Conducting Green Audit 7. Conducting Feedback analysis