

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2012-2013

I. Details of the Institution

1.1 Name of the Institution

Katwa College

1.2 Address Line 1

Post Office- Katwa

Address Line 2

Police Station- Katwa

City/Town

Katwa

State

West Bengal

Pin Code

713130

Institution e-mail address

katcoll2009@gmail.com

Contact Nos.

03453-255049

Name of the Head of the Institution:

Anindya Bandyopadhyay

Tel. No. with STD Code:

03453-255050

Mobile:

09475055681

Name of the IQAC Co-ordinator:

*

*Co-ordinator has not been appointed after acceptance of resignation of Dr. K. Roy and the Cell remained defunct

Mobile:

Not Applicable

IQAC e-mail address:

iqackatcoll@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/41/84, February 10,2007

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

1.5 Website address:

<http://www.katwacollege.ac.in/communication.html>

Web-link of the AQAR:

<http://www.katwacollege.ac.in/AQAR2012-13.doc>

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

26.08.2008

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

The University of Burdwan

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01/01

2.3 No. of students

00

2.4 No. of Management representatives

00

2.5 No. of Alumni

00

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Not Applicable	-

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	√

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

- The College does not enjoy any autonomy in designing and updating or revising the syllabi. It has to strictly abide by the guidelines of the affiliating university.
- Nevertheless, during designing /updating/ revision of syllabi, our faculty members are invited to participate in the workshops organized by the university and teachers from our College represent and put valuable inputs over there. Some of the faculty members are members of the Board of Studies of the UG Council; these faculties take active part in shaping the syllabi.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others(GLI+PTT+CWTT)
	74	24	17	NIL	08+18+07=33

2.2 No. of permanent faculty with Ph.D.

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	-	-
Presented papers	7	8	7
Resource Persons	-	-	-

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

Teachers continuously interact with the learners for the following:

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

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

214

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

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

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

-	-	1
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2.10 Average percentage of attendance of students

68 (approx)

2.11 Course/Programme wise

distribution of pass percentage : All shift

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	1310	-	0.01	21.07	45.34	67.18
B.Sc	188	-	21.28	46.28	2.66	70.21
B.Com	13	-	7.7	30.77	00	38.46
B.Ed	-	-	97.96	2.04	00	100

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

Not Applicable

➤ 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	02	NIL	-
Technical Staff	19	02	NIL	-

Criterion – III

3. Research, Consultancy and Extension

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

Not Applicable

3.2 Details regarding major projects NA

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	02	01	02
Outlay in Rs. Lakhs	0.46	2.31809	1.94559	2.47

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	-	-
Non-Peer Review Journals	14	1	1
e-Journals	-	-	-
Conference proceedings	-	-	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2012-2013	UGC	7.19368Lakhs	7.19368Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects	-	-	-	-

<i>(other than compulsory by the University)</i>				
Any other(Specify)	-	-	-	-
Total	-	-	7.19368Lakhs	7.19368Lakhs

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

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

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

College clean-up, fencing & watering of plants was organized by NSS students during this period. The volunteers were sensitized about natural environment through observation of *Aranya Saptaha* & plantation of saplings.
 The volunteers participated in the 26th Annual Conference on Blood Donors' Motivation and organized three blood donation camps in the College campus. A special camp was held at the adopted village Jajigram(E).
 NCC cadets cleaned the college campus four times in this session, participated in Blood Donation Camp and Katwa sub divisional hospital clean up

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.6 acres	NIL	NA	15.6 acres
Class rooms	25200 sq. ft.	NIL	NA	25200 sq. ft.
Laboratories	23700 sq.ft.	NIL	NA	23700 sq.ft.

Seminar Halls	2320 sq.ft	NIL	NA	2320 sq.ft.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	-	18.64	UGC(XI-th Plan), State Grant, college fund	-
Others	-	-	-	-

4.2 Computerization of administration and library

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

4.3 Library services:

DAY SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	29320	5000646	1784	296631	31104	5297277
Reference Books	5610	2250027	75	108112	5685	2358139
e-Books	NIL	-	-	-	-	-
Journals	38	41713	NONE	-	38	60963
e-Journals	NIL	-	-	-	-	-
Digital Database	NIL	-	-	-	-	-
CD & Video	38	Free of cost	2	Free of cost	40	Free of cost
Others (specify)	NA	-	-	-	-	-
MORNING SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	2769	425030	-	-	2769	425030
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-
B.ED. SECTION	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	4245	659835	66	16500	4311	676335
Reference Books	39	25600	-	-	39	25600
e-Books	-	-	-	-	-	-

Journals	59	2970	18	1060	77	4030
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	44	2	44	2	-	8	36	-
Added	6	-	-	-	-	-	6	-
Total	50	2	44	2	-	8	42	-

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.43534
ii) Campus Infrastructure and facilities	0.66214
iii) Equipments	0
iv) Others	0.30251
Total :	2.39999

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Not Applicable

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5913	-	-	98

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	3601	59.91		2410	40.09

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4151	1011	30	730	45	5967	3312	1033	30	1596	40	6011

Demand ratio - 1.97 Dropout % ~19.3

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

Not Applicable

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

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

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

5.6 Details of student counselling and career guidance

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

Students are counselled through constant interaction to maintain peace inside the campus. A sound teacher-student-non teaching staff relation helps in sustaining a peaceful atmosphere inside the campus throughout the year which is instrumental in the maintenance of academic upgradation.

No. of students benefitted

Actual data is not available

5.7 Details of campus placement NA

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

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	445	97340
Financial support from government	230	399300
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Students approach the Grievance Redressal Cell if they have complains regarding academic, financial and other central services.
- Judicious and prompt action is taken by the Cell to sort out problems of students through the Cell for redressal of their grievances.
- Anti-Ragging Cell headed by the Principal acts for curbing the menace of ragging in the College. However, not a single instance of ragging has been reported till now.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission: To enlighten the people of this area with the candle of Higher Education

Vision: To minimize discrimination prevailing in the society and to make people aware of social justice

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

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

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

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

- College follows the academic schedule framed by the affiliating university at the beginning of each session(July – June)
- Each department tries to finish the syllabus within the stipulated time frame as mentioned above.
- Apart from the academic calendar published in the prospectus at the beginning of each session, schedule of module-wise division of the syllabus, class tests/unit tests are settled by individual departments and published in the departmental notice boards.
- Students' performance is analyzed in Academic Sub-Committee and Teachers' Council after evaluation of answer-scripts and publication of results.

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

- Recruitment of staffs (both teaching and non-teaching) in substantive posts are made by the Government of West Bengal.
- Temporary appointments are made by the College Authority on need basis.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

- Admission Committee is formed with both teaching and non-teaching representatives.
- Offline, transparent and peaceful admission with merit being the sole consideration in 2012-2013 academic session.
- As per directive of the State Govt. online admission has been done by the College in the present academic session of 2015-2016.
- The reservation policy of the Government of west Bengal is strictly followed during admission.
- After students are admitted to Hons. Course their attendance is monitored for one full month. If they fail to attend a certain percentage of classes (decided by the Teachers' Council) their admission is cancelled and Second Round Counselling is held to admit willing and deserving candidates to those seats.

6.4 Welfare schemes for

Teaching, Non-teaching & Students	<ul style="list-style-type: none"> ➤ College provide all possible supports to its teaching, non-teaching staff and students in their hours of need. ➤ The College releases the salary for its employees on the 1st of every month. The College Fund is pays the salary from the College Fund in case the grant from the State Government is delayed and the money is later reimbursed. ➤ The College employees established a credit cooperative in February 1989 called Katwa College Employees' Credit Cooperative Society. The Society offers Short Term, Middle Term, medical and Personal loan on first-come-first serve basis as well as need basis. ➤ A festival advance is bestowed upon all the employees, both permanent and casual, before puja vacation which is recovered later on from the salary. ➤ The College organizes Provident Fund loan for its employees as early as possible on need basis. ➤ The College provides quarters for its permanent teaching staff. However, all of them cannot be accommodated in the quarters as the number of quarters is few in number. ➤ College provides free Wi fi and internet facilities to teachers, non-teaching staffs and students. ➤ The financially backward students are offered concession from the College Fund (freeship for the whole year or for a few months as per need). ➤ Students are sensitized about various Governmental (Scholarships for SC/ST/OBC, Minority Scholarships, Met-Cum, Kanyashree etc.) and non-
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	<p>Governmental (Jindal Foundation, Tata-Inspire, Priyambada Birla Fellowship etc.) scholarships and given all kinds of support in acquiring the same. Two Gr. C Staffs have been deputed for the purpose. The Students' Union also plays a constructive in sensitizing the students about the free studentships and the scholarships.</p> <ul style="list-style-type: none"> ➤ The College strictly follows the reservation policy of the Government of West Bengal regarding admission of students to First Year and B.Ed. ➤ Students from remote areas are provided with low cost hostel facilities. ➤ Departments have their own seminar libraries to provide books to the Hons. Students. ➤ The Governing Body of the College waived of the self-financing fee for Geography and Sanskrit Honours from the session starting from July 2012. This decision helped students from financially weak background to take up these subjects though it meant an economic burden on the College. Later on, the responsibility of the salary of the contractual lecturers and part-time lecturers was taken up by the Government of West Bengal. ➤ The College provides for First Aid but has no other internal medical facility. However, the College has a tie-up with West Bengal Students' Health Home, Katwa Unit. Any current student may visit the Health Home with his/her Fee Book between 3 pm and 4.30 pm seven days a week, and see a doctor free of cost. The students are also provided with medicine for Rs.5 a day. The students are sent to the main unit in Kolkata for better treatment if the need arises. ➤ In case of medical emergency students are sent to Katwa Sub-Divisional Hospital for treatment. This support is provided to outside students too during University examinations. The same provision is made available for teaching and non-teaching staff too during working hour. ➤ College has one Central Library, and most of the Depts. Have their own seminar libraries which provide books to the students. ➤ The college provides multi-gym facility to all its stakeholders.
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6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

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

Not Applicable

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

- The College has three well maintained fenced gardens (one floral and one medicinal herb).
- Plantation of saplings is organized regularly by the NSS.
- NSS volunteers frequently clean the College Campus.
- Cleaning of laboratories, Office and class rooms are done periodically by the support staff and the students of the respective departments.

Criterion – VII

7. Innovations and Best Practices

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

- Teachers used modern techniques such as PPT and Multimedia to make the teaching-learning process more effective and interesting.
- The College encouraged more and more faculties to take up research work and presently. Teachers are carrying out Minor Research projects. Many teachers including Govt.-approved part-time teachers were involved in doctoral research work..
- A printer-scanner-photocopier was installed in the office with remote printing facility.
- A photocopier machine was set up in the Central Library.
- Remedial Coaching was introduced for SC/ST learners for academic improvement.

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

- ✓ Departments have been provided with modern teaching aids, like LCD projector, laptop, smart board, ERDAS, GPS facilities.
- ✓ Sports goods have been provided to the Students' Union.
- ✓ Ceiling fans have been purchased for fitting in class rooms and office.
- ✓ Purchase of instruments/equipments and also their maintenance for smooth running of practical classes of different departments (from grant received from UGC under XI-th plan, State Government and also from College fund in cases of emergency).
- ✓ Furniture (cabinet, computer table, chair, executive table, etc) have been procured for departments and administration.
- ✓ Continuation of internet facilities to offices (Day and Morning + B.Ed.) and various Science Departments
- ✓ Continuation of internet facilities to offices (Day and Morning + B.Ed.) and various Science Departments, Day and B.Ed. Staff Room, IQAC Room.
- ✓ Purchase of chemicals from Grant received from the State Government
- ✓ Different departments have been provided with Computers/Laptops, printer, scanner, photocopier.
- ✓ Replacement of old LPG pipe lines in Honours and General laboratories of the Chemistry Department.
- ✓ Boundary wall at the western and southern end of the Boys' Hostel premise has been constructed from MLA LAD.
- ✓ New electrical wiring replacing the old one in the Chemistry Department as well as in its laboratories has been done to avoid accidents which might occur due to short circuits in the chemical corroded

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

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

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

7.4 Contribution to environmental awareness / protection

- College clean-up, fencing & watering of plants was organized by NSS students during this period.
- The volunteers were sensitized about natural environment through observation of *Aranya Saptaha* & plantation of saplings.
- The volunteers participated in the 26th Annual Conference on Blood Donors' Motivation and organized three blood donation camps in the College campus.
- A special camp was held at the adopted village Jajigram(E).
- NCC cadets cleaned the college campus four times in this session, participated in Blood Donation Camp and Katwa sub divisional hospital clean up programme.

7.5 Whether environmental audit was conducted? Yes No

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

- Students represent the College in different sports and games at different levels and make the latter proud by fetching laurels.
- College conducts Students' Union election every year in an absolute free and fair manner.
- DCF II is uploaded by IQAC
- Administration plays a constructive and positive role in smooth functioning of the College.
- All sports, indoor games and cultural activities of the Students' Union are constantly monitored by the teachers.
- The College is located in a comparatively remote semi-rural region having conveyance problem. This poses administrative problems in conducting various programmes especially with girl students.
- Remedial Coaching classes have been started.

8. Plans of institution for next year

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

Name _____

Name Prof. Anindya Bandyopadhyay

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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