



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		KATWA COLLEGE
• Name of the Head of the institution		Dr. Nirmalendu Sarkar
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03453 255049
• Mobile No:		9749110550
• Registered e-mail		iqackatcoll@gmail.com
• Alternate e-mail		drnir1965@gmail.com
• Address		Duckbanglow Road
• City/Town		Katwa
• State/UT		West Bengal
• Pin Code		713130
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution		Co-education
• Location		Rural
• Financial Status		Grants-in aid

• Name of the Affiliating University	The University of Burdwan				
• Name of the IQAC Coordinator	Utpal Das				
• Phone No.	03453 255049				
• Alternate phone No.					
• Mobile	7001722941				
• IQAC e-mail address	iqackatcoll@gmail.com				
• Alternate e-mail address	utpal.mehali@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.katwacollege.ac.in/images/uploads/AQAR%202019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.katwacollege.ac.in/Prospectus_Final_2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.15	2007	10/02/2007	09/02/2012
Cycle 2	C	1.65	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			14/01/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>? Online feedback and Student Satisfaction Survey collected from different stakeholders. ? Conduction of National and International online webinars on various topics. ? Academic, Administrative Audit and Green audit are prepared. ? Inclusion of the institution library in Online Public Access Catalog (OPAC) and N-LIST database.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Strengthen all the departmental libraries to increase accessibility of books and resource material for students</p>	<p>As the colleges in all its departments were closed due to the Covid-19 lockdown in this entire period, departmental libraries too were closed and there was no procurement of new books during this period.</p>
<p>Merge the three sectional libraries in a single window accessible at different times</p>	<p>The plan of new G+3 building which will house the Central Library, post merger of the three sectional libraries has been sanctioned. The construction work of the ground floor is ongoing at present and is proceeding as per schedule.</p>
<p>Introduce Bar code system in our library management</p>	<p>Bar Code System for library management has already been introduced in the Day Library. The process is ongoing for the Morning and B. Ed library.</p>
<p>To arrange requisite software for conducting online teaching-learning process</p>	<p>Consultation process with the stakeholders and with various vendors for choice of a suitable and appropriate online teaching software is going on.</p>
<p>Organize departmental seminars on a regular basis</p>	<p>Seminars have been organized by various departments and also by IQAC through online mode in this entire period as college was closed due to Covid-19 lockdown. Conducting of seminars in physical mode too will resume once permission for normal activities in the college is granted.</p>
<p>To initiate the introduction of new UG courses</p>	<p>Opening of new UG courses in the college have been sanctioned by the Governing Body and the requisite applications have been submitted to the Inspector of Colleges, Burdwan University for</p>

	<p>permission of the affiliating body. However, receipt of the applications by the Department of Higher Education, Government of West Bengal, is pending since applications were not received in that period.</p>
<p>To arrange MOUs with other colleges regarding faculty exchange programmes:</p>	<p>As all colleges and Higher Education institutions were closed in this period due to Covid-19 lockdown, this item has not been implemented yet. It will be pursued after normalization of activities post restrictions.</p>
<p>To arrange online inter departmental cultural competitions among college students:</p>	<p>This item could not be implemented in the period mentioned due to certain practical difficulties in the lockdown period</p>
<p>To take steps for the construction of new class rooms for the college</p>	<p>Three new class rooms for the B. Ed department have already been constructed and are being used.</p>
<p>To introduce fully online administrative facilities</p>	<p>More than 75% of administration work is already conducted online, like admission, examinations, registrations, fees collection, salary of employees, pensions files etc.</p>
<p>To construct a cycle stand for the benefit of students and employees along with the central library:</p>	<p>Work is ongoing for construction of new cycle stand. The construction is proceeding as per schedule and has a completion target of six months.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	27/01/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020 - 2021	25/01/2022

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

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

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

20. Distance education/online education:

Extended Profile

1. Programme

1.1 19

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

File Description	Documents
Data Template	View File

2. Student

2.1 2328

Number of students during the year

File Description	Documents
Data Template	View File

2.2

1471

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

File Description	Documents
Data Template	View File

2.3

1118

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

103

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

0

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2328
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1471
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1118
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	103
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	997.64
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	70
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

NA

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

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

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

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

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.katwacollege.ac.in/Prospectus_Final.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

NA

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

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

0

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

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

2153

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.katwacollege.ac.in/feedback_report.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3285

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

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

1130

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

NA

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

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

Number of Students	Number of Teachers
2328	103

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

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

etc could not be implemented. They will resume when the situation is conducive for conducting such programmes.

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

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

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

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

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

2.3.3.1 - Number of mentors

103

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

2.4 - Teacher Profile and Quality

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

103

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1246

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

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

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

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

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

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

2.6 - Student Performance and Learning Outcomes

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.katwacollege.ac.in/co_po.php
Upload COs for all courses (exemplars from Glossary)	View File

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.katwacollege.ac.in/co_po.php

2.6.3 - Pass percentage of Students during the year

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

1118

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

2.7 - Student Satisfaction Survey

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

<http://katwacollege.ac.in/sss.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

NA

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

8

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

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

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

637

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

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

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

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

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

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

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

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

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

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

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

class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

36

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

197.86

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

NA

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.05900

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

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

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

147.97

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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

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

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

Every department maintains a stock register of the Departmental equipment.

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

after the computers, printers, software.

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

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3018

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

280

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

280

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

136

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

157

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

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

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

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

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

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

0

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

5.4 - Alumni Engagement

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

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

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

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Examination and Evaluation

The most effective and active body of the college is Examination Committee which is nominated by Teachers Council and subsequently approved by Governing Body of the College, Everyday performance of a student is assessed by asking short questions from the previous day's lecture. Class tests are taken in the form of short as well as descriptive questions. The corrected answer scripts are given back to the students. For practical based subjects excursions and field reports are guided by the concerned faculty of the

Department. As per the guidelines of the University Internal assessments are conducted separately of all the semesters before each subsequent final examination. Under the circumstances of lockdown due to the COVID-19 , it was instructed by the University of Burdwan, following the order of Higher Education department to arrange online exams for the final semester students. The Examination Committee had arranged a well-managed system to conduct online exams of about 6000 all semesters students, most of which are belonging to rural area. The online evaluation of answer scripts of the students was also successfully done well in advance through pre planned guidelines adapted by the College in collaboration with IQAC and Examination Committee also.

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

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

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

Among support activities, the institution has three libraries for the Day, Morning and B. Ed sections each looked after by the

respective Librarian. The Boys' Hostel and Girls' Hostel are looked after by Superintendents appointed from among teachers.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has a registered Credit Cooperative Society established in February, 1989 called Katwa College Employees' Credit Cooperative Society. The society offers short term, midterm, medical, house building and personal loan on first cum first serve basis. Both teaching and non-teaching staff as members. The Society is run according to the relevant government rules and hold annual AGM. All members contribute a fixed amount from their salaries and are given interest at applicable rates of interest and members can also take loans from the cooperative society at competitive rates of interest. There are provisions of various types of loans like short-term, medium term etc. Also, there are quarter facilities for outstation teaching employees with a total of 20 such residential quarters, of which 18 are in a

separate quarter area adjacent to the College with its own playing field. There is also a quarter for non-teaching staff within the College campus. A festival advance is bestowed upon all teaching and non teaching staffs before Puja vacation which is recovered later on from the salary without any interest. The college organizes Provident Fund loan for its employees as early as possible on need basis.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

25

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

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

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

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

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. Internal audit of the college is conducted every year by 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 advises the Principal to take measures on various comments of the audit firm. External Audit is conducted either by the Higher Education Department or the affiliating University as and when required. The initiation of this is not within the purview of the Institution. The college completed the last External Audit in the session 2013-14.

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

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

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

0

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

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

NA

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

6.5 - Internal Quality Assurance System

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

i) IQAC has organized an online International Webinar on Long-Distance Learning during the lockdown mainly to familiarize teachers and students of the College about online teaching-learning process and its various possibilities. IQAC also organized various other online webinars in this period. In this way IQAC has hand-held the process of transition from physical learning to online mode in the College forced by the covid-19 situation and has recommended the acquisition of online learning software for the college which is in process.

ii) IQAC has started the process of taking feedback from the students regarding various aspects of the teaching-learning process, satisfaction of the students with the efforts of the teachers and the institution etc. These feedbacks have been analysed for both positive and negative aspects and the areas where there is scope for improvement have been pinpointed. The results of the survey will be shared with teachers and there will be a thorough discussion on the results so that the pinpointed areas for improvement are worked on by the teachers and the departments in coordination with the IQAC.

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

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

Since 2020-21 was a time of covid-19 induced lockdown, the IQAC had to implement and monitor the shift to total online learning in this period. IQAC ensured that the teachers were familiarised with the process and then the students were also helped to make the transition to online mode.

IQAC organised a 3-day International Webinar on Online Teaching Learning. IQAC had also organised webinars on other topics like the New Education Policy. Department of English organised weekly/regular invited online lectures by guest speakers from various institutions for the benefit of the students. The IQAC had also overseen the process of online evaluation and assessment, ensuring that the evaluation system is smooth, hassle-free and transparent.

In the Session 2020 - 2021 nine students place the position in their final examination of the University of Burdwan.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.katwacollege.ac.in/academic_audit_report.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

NA

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-

E. None of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

E. None of the above

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

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

NA

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

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

NA

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes D. Any 1 of the above

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

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

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

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

The National Cadet Corps unit of the College also celebrates both these days on its own by hoisting of National Flag and organizing a short discussion on the significance of the day. The National Service Scheme units also participate in these functions.

The College also celebrates its Foundation Day on 16 August every year through participation of students, faculty members and teachers on which the mission and vision of the College is sought to be reemphasized.

The College also organizes functions on Teachers Day which is organized by the students of B.Ed department and also General Section separately where speeches on Dr. Radhakrishnan and the significance of the day are delivered and also students showcase their cultural performances through song, dance, skits etc.

The National Service Scheme units also celebrates other days like International Yoga Day, Netaji Birthday, AIDS Awareness Day, NSS

Foundation Day through participation of teachers and students.

The student council organizes Saraswati Puja every year through mass participation of students along with their guardians which is organized in the College. The Boys Hostels also organize their own Saraswati Pujas in their respective Hostel premises.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

http://katwacollege.ac.in/seminar_report.php

Best Practice -1

MEDICINAL PLANT GARDEN (CHARAK UDYAN)

Best Practices No 2:

Holistic growth of education

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

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

that consistently striving towards opening up post graduate course and new under graduate courses for its students. The College has a separate section, i.e. the Morning Section, dedicated specially for female learners. Female students who want to pursue General Course in Humanities are catered to in this section. Female learners aspiring to pursue Honours Course in Humanities, Science and Commerce are admitted to the Day section. This is more important in the case of girls from the minority coming from comparatively conservative background, who 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 girls hostel where female students coming from distant places can be accommodated at a cheap cost.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

NA

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

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

The institution follows the academic calendar mandated by the affiliating body the University of Burdwan. The University intimates the dates for the start of a semester and the final examinations. The internal assessments are conducted by the institution at suitable dates within the semester which are intimated to the students well in advance. The academic calendar mandated by the University is adhered to in toto.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.katwacollege.ac.in/Prospectus_Final.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG

B. Any 3 of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

number of students during the year

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

NA

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

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

0

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

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

2153

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.katwacollege.ac.in/feedback_report.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3285

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

1130

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

NA

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

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

Number of Students	Number of Teachers
2328	103

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

For experiential and participative learning, some departments have mandatory field trips. Other departments also try to conduct field trips wherever possible. The ICT room is also used by various departments to screen relevant multimedia documentaries and films for the students. Experiential and participative learning and problem solving methodologies are also used by the teachers in classroom teaching wherever possible. However, in the lockdown period due to covid-19 many of these measures like field trips, etc could not be implemented. They will resume when the situation is conducive for conducting such programmes.

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

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

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

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

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

2.3.3.1 - Number of mentors

103

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

2.4 - Teacher Profile and Quality

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

103

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1246

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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

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

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

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

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

2.6 - Student Performance and Learning Outcomes

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.katwacollege.ac.in/co_po.php
Upload COs for all courses (exemplars from Glossary)	View File

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.katwacollege.ac.in/co_po.php

2.6.3 - Pass percentage of Students during the year

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

1118

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

2.7 - Student Satisfaction Survey

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

<http://katwacollege.ac.in/sss.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

NA

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

8

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

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

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

637

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

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

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

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

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

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

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

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

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

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

36

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

197.86

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

NA

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
--	--------------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.05900

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
--

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

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

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

147.97

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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

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

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

Every department maintains a stock register of the Departmental equipment.

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

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

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3018

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

27

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

280

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

280

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

136

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

157

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

--

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

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

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

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

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year

0

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

5.4 - Alumni Engagement

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

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

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
---	----------------------

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Examination and Evaluation

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

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

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

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

academic and administrative functions of the College. There is also a non-teaching employees' council to address the concerns of the non-teaching staff of the College. There is also a Students Council of which the Principal is the Honorary President, and consists of the Vice President, General Secretary, Assistant General Secretary and other members for specific extra-curricular activities.

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has a registered Credit Cooperative Society established in February, 1989 called Katwa College Employees'

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

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized

by the institution for teaching and non-teaching staff during the year

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

0

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

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

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

25

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

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

There is at present no statutory performance appraisal system for teaching and non-teaching staff as per the norms of the State Higher Education Department or the affiliating institution. Therefore, the College has not initiated any such performance appraisal system on its own. Appraisal for teachers is a part of the Career Advancement Scheme (CAS) however there is no performance appraisal on the part of the institution as per current norms.

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

6.4 - Financial Management and Resource Mobilization

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

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

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

0

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

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

NA

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

6.5 - Internal Quality Assurance System

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

i) IQAC has organized an online International Webinar on Long-Distance Learning during the lockdown mainly to familiarize teachers and students of the College about online teaching-learning process and its various possibilities. IQAC also organized various other online webinars in this period. In this way IQAC has hand-held the process of transition from physical learning to online mode in the College forced by the covid-19 situation and has recommended the acquisition of online learning software for the college which is in process.

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

results of the survey will be shared with teachers and there will be a thorough discussion on the results so that the pinpointed areas for improvement are worked on by the teachers and the departments in coordination with the IQAC.

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

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

Since 2020-21 was a time of covid-19 induced lockdown, the IQAC had to implement and monitor the shift to total online learning in this period. IQAC ensured that the teachers were familiarised with the process and then the students were also helped to make the transition to online mode.

IQAC organised a 3-day International Webinar on Online Teaching Learning. IQAC had also organised webinars on other topics like the New Education Policy. Department of English organised weekly/regular invited online lectures by guest speakers from various institutions for the benefit of the students. The IQAC had also overseen the process of online evaluation and assessment, ensuring that the evaluation system is smooth, hassle-free and transparent.

In the Session 2020 - 2021 nine students place the position in their final examination of the University of Burdwan.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>A. All of the above</p>
--	-----------------------------------

File Description	Documents
Paste web link of Annual reports of Institution	http://www.katwacollege.ac.in/academic_audit_report.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

NA

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	E. None of the above
--	-----------------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

7.1.4 - Water conservation facilities available in the Institution: Rain water	E. None of the above
---	-----------------------------

harvesting Bore well /Open well recharge
 Construction of tanks and bunds Waste
 water recycling Maintenance of water
 bodies and distribution system in the
 campus

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

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	<p>A. Any 4 or All of the above</p>
--	--

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>E. None of the above</p>
--	------------------------------------

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

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

NA

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

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

NA

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

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

D. Any 1 of the above

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

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

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

The National Cadet Corps unit of the College also celebrates both these days on its own by hoisting of National Flag and organizing a short discussion on the significance of the day. The National Service Scheme units also participate in these functions.

The College also celebrates its Foundation Day on 16 August every year through participation of students, faculty members and teachers on which the mission and vision of the College is sought to be reemphasized.

The College also organizes functions on Teachers Day which is organized by the students of B.Ed department and also General Section separately where speeches on Dr. Radhakrishnan and the significance of the day are delivered and also students showcase their cultural performances through song, dance, skits etc.

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

The student council organizes Saraswati Puja every year through mass participation of students along with their guardians which is organized in the College. The Boys Hostels also organize their own Saraswati Pujas in their respective Hostel premises.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

http://katwacollege.ac.in/seminar_report.php

Best Practice -1

MEDICINAL PLANT GARDEN (CHARAK UDYAN)

Best Practices No 2:

Holistic growth of education

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Katwa College, rural college located in Purba Bardhaman, West Bengal is committed to the vision of imparting education to its students that is comprehensive, innovative and entrepreneurial. The institutional distinctiveness of this college lies in the fact that consistently striving towards opening up post graduate course and new under graduate courses for its students. The

College has a separate section, i.e. the Morning Section, dedicated specially for female learners. Female students who want to pursue General Course in Humanities are catered to in this section. Female learners aspiring to pursue Honours Course in Humanities, Science and Commerce are admitted to the Day section. This is more important in the case of girls from the minority coming from comparatively conservative background, who 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 girls hostel where female students coming from distant places can be accommodated at a cheap cost.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plan for the Session 2021 - 2022

1. Create primary health check up centre with oxygen cylinder facilities.
2. Upgrade and modernize the college laboratories.
3. Purchase online educational software like -G Suite, Webex, Zoom etc.
4. To arrange MOUs with other colleges regarding faculty exchange programme.
5. To initiate the introduction of new UG and PG courses.
6. Strengthen all the departmental libraries to increase accessibility of books and resource material for students.
7. Arrange online inter-departmental cultural competitions

among college students.

8. 8. Awareness program regarding Covid-19 related diseases