



THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC : 2014-15

[Part – A]

1. Details of the Institution -

Name of the Institution :

KHARAGPUR COLLEGE

Address Line 1 :

P.O. : INDA, KHARAGPUR

Address Line 2 :

DIST: PASCHIM MEDINIPUR

City/Town :

KHARAGPUR

State :

WEST BENGAL

Pin Code :

721305

Institution e-mail address :

kharagpurcollege@gmail.com

Contact Nos. :

03222-225920

Name of the Head of the Institution:

Dr. Achintya Chattopadhyay

Tel. No. with STD Code :

03222-225920

Mobile :

9474384852

Name of the IQAC Co-ordinator :

TARUN KUMAR RAY

Mobile :

9434322182

IQAC e-mail address :

tkraykgp@rediffmail.com

1.3) NAAC Track ID (*For ex. MHCOGN 18879*)**OR****NAAC Executive Committee No. & Date:***(For Example EC/32/A&A/143 dated 3-5-2004.**This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

March 31, 2007/407

1.4) Website address :www.kharagpurcollege.ac.in**Web-link of the AQAR** :http://www.kharagpurcollege.ac.in/KC_AQAR_2014-15.pdf

1.5) Accreditation Details -

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	78	2007	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6) Date of Establishment of IQAC : DD/MM/YYYY

27/09/2007 and restructured on
05/09/2013.

1.7 AQAR for the year (for example 2012-13)

2014-15

1.8) Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011):

- AQAR 2011-12 submitted to NAAC on (31/03/2016)
- AQAR 2012-13 submitted to NAAC on (31/03/2016)
- AQAR 2013-14 submitted to NAAC on (31/03/2016)
- AQAR 2014-15 submitted to NAAC on (31/03/2016)

1.9) Institutional Status -

University State ☒ Central ☐ Deemed ☐ Private ☐
 Affiliated College Yes ☒ No ☐
 Constituent College Yes ☐ No ☒
 Autonomous college of UGC Yes ☐ No ☒
 Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution : Co-education ☒ Men ☐ Women ☐
 Urban ☒ Rural ☐ Tribal ☐
 Financial Status: Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒
 Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10) Type of Faculty/Programme -

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☒

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

Vidyasagar University,
Midnapore - 721102

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

2. IQAC Composition and Activities -

2.1) No. of Teachers

:

2.2) No. of Administrative/Technical staff:

2.3) No. of students

:

2.4) No. of Management representatives

:

2.5) No. of Alumni

:

2.6) No. of any other stakeholder

:

2.7) No. of Employers/ Industrialists

:

2.8) No. of other External Experts : 2.9) Total No. of members : 2.10 No. of IQAC meetings held : 2.11 No. of meetings with various stakeholders: No. Faculty Non-Teaching Staff Students Alumni Others 2.12 Has IQAC received any funding from UGC during the year? Yes No If yes, mention the amount **2.13 Seminars and Conferences (only quality related) –**

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

Total Nos. International National State Institution Level

(ii) Themes:

*(Towards Quality Management and Enhancement: Preparing for NAAC Reassessment)***2.14 Significant Activities and contributions made by IQAC -**

1. Classes for Geography departments to be started in the Subarna Jayanti Bhavan.
2. Completion of drinking water and toilets facilities in the Subarna Jayanti Bhavan.
3. Recommendation for further purchase of books, equipment and furniture as required for the new UG syllabus of Vidyasagar University w.e.f. 2014-15 session.
4. Motivated the staff and students to digitalize their lecture notes and to get involved with the technology dependent class room presentations.
5. More avenues for students to engage in community services. Sensitizing students to ecological and environmental issues.
6. Construction of departmental room for the Humanities and social studies departments.
6. Renovation of the roof of College office building.
7. Renovation of the water supply system inside the campus.
8. Necessary repair works have been accomplished in the campus.
9. Construction process of boundary wall is going on.
10. Medical facilities for students enhanced.

2.15 Plan of Action by IQAC/Outcome -

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

- The IQAC members meet periodically and discuss various issues relating to curriculum changes and progress of the institution to keep at par with the current needs.
- IQAC reassess the activity planned and executed by various departments and committees and documents them.
- The plans of the IQAC are placed in the meetings of the Planning, Evaluation & UGC Committee, Board of Studies and Academic Council for approval and finally placed in the Governing Body meeting for its implementation.

Plan of Action	Achievements
Curriculum Aspect	University guidelines regarding admissions, conducting University examinations and Unit Test, Form fill up etc are followed throughout the session
Teaching Learning Evaluation	Eight new Teachers have joined in the substantive post. All the Teachers take their classes as per routine. Teaching plans are made at the beginning of the academic session. Oral feedback was taken regularly from students and parents.
Research, consultancy & extension	One major projects and three minor projects are going on. Two N.S.S. units have been functioning actively under the supervision of Dr. Kaushik Kumar Ghose, Dept of Bengali and Dr. Indranil Chakraborty, Dept. of Chemistry.
Infrastructure and Learning resources	<ol style="list-style-type: none"> 1. Electrical wiring has been improved. Number of energy saving lights and fans are enhanced in each class room 2. Board room has been built up in this session. This room has following facilities - (i) Air conditioned (ii) ICT tools. (iii) High quality seating arrangements (iv) Mouth speaker for every member. (v) LED light and overall soothing environment. 3. Earlier there was no provision of departmental room for the Humanities and social studies departments. In this session college has been able to provide the same. Eight rooms with computer, Printer and Internet facilities have been given to the eight departments. 4. 458 new books of different subjects are added into the existing resource of College Library. A toilet of good quality is constructed for the students annex to the Library. 5. The Saleha Khatoon Girls' Hostel is now open for the Girls' students and almost 15 students are already staying in this Hostel. 6. Boundary wall of the campus is under construction.
Student Support & Progression	<ol style="list-style-type: none"> 1. Four new class rooms have been built up. 2. Purchase of new equipment as per requirement in the science based laboratory. 3. Recruitment of guest lecturers for different

	<p>departments.</p> <p>4. Reference books have been purchased as per syllabus for all departments.</p>
Governance, Leadership and Management	<p>1. Upgradation of office software in cash section</p> <p>2. Teachers' involvement as head examiners and examiners, paper setters etc. in university Examination system.</p> <p>3. Students' achievements in academic and other activities, especially in university, district and state levels.</p> <p>4. Participation of our teachers in governing bodies of other colleges as V.U. nominee.</p>

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☒

Syndicate

☐

Any other body

☐

Provide the details of the action taken

The GB approves the activities taken up by the IQAC.

[Part – B]

Criterion – I

1. Curricular Aspects -

1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	17			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	One
Trimester	Nil
Annual	Seventeen

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

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

**Please provide an analysis of the feedback in the Annexure*

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

The College is affiliated to the Vidyasagar University, Midnapore and bound to follow the University Syllabi designed by the respective Board of Studies of the University.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Approved PTT

Approved CWTT

Total	Asst. Professors	Associate Professors	Professors	Others
42	19	21	-	Librarian (01), GLI (01)
23	-	-	-	23
02	-	-	-	02

2.2 No. of permanent faculty with Ph.D.:

19

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	26	0	0	0	0	24	0	24	26

2.4 No. of Guest and Visiting faculty and Temporary faculty:

41

06

01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	6	30	15
Presented papers	15	25	15
Resource Persons	nil	05	04

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

1. Use of NPTEL lectures in few departments.
2. Technology enabled teaching & learning. All the Departments are provided with LCD projectors for teaching.
3. Industrial Visits, field trips are conducted to enhance learning process, some departments

- follow project based dissertation work.
4. Invited lectures by eminent teachers from Universities and scientists from research Institutes.
 5. In a regular interval students seminars are organized in each department.

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

256

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

- As the College is affiliated to Vidyasagar University, Midnapore, it follows the rules and regulations of the university for annual examination. Photocopy of the answerscript is issued to student on demand under R.T.I Act through the College.
- Re-examination of Answer Script is done on demand of students through the College.

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

05

02

04

2.10 Average percentage of attendance of students:

78%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BENG (PG)	54	-	55.55			100
BENG H (UG)	93	-	10.75	-	-	98.92
ENG H	56	-	0			100
HINDI H	24	-	8.33			100
HIST H	50	-	6.00			100
POLSC H	25	-	0			96
PHIL H	24	-	4.16			100
SAN H	45	-	2.22			97.77
GEO H	42	-	2.38			100
ECO H	2	-	50			100
PHYS H	39	-	53.84			92.30
CHM H	19	-	21.05			100
MATH H	34	-	17.64			94.11
ZOOL H	14	-	7.14			100

BOT H	10	-	0.00		100
COMM.(H)	86	-	26.58		94.28
B.A. GEN	158	-	0		94.36
B.SC. GEN	15	-	0		86.67
BCOM GEN	28	-	14.28		92.85

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

The IQAC plays crucial role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for students and teachers.

For faculty:

- In its different meetings, IQAC evaluates the teaching learning process in the institution. It takes the opinion of different heads of the departments in this regard.
- To arrange departmental meeting at a regular interval to implement the above mentioned teaching plan.
- Inspected on the departments, the classrooms and the library for upgrading existing infrastructural facilities.
- Prepared an academic calendar to convey the examination schedule teaching days, celebration, results, holidays, vacations etc. to the faculty students.
- Carried out evaluation of the faculties from respective students with questionnaires.

For Students:

- The progress of student was monitored through unit test, home assignment, Seminar etc. for the development of students.
- Provided reading room with seating capacity of about 50 students inside the Library building.
- Established Photocopier for students to make photocopy of their documents.
- Provided sufficient number of computers to fulfill the students need.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	8
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	

2.14 Details of Administrative and Technical staff -

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12(Gr-C)+08 (Gr- D)	5	Nil	1
Technical Staff	1 (Gr- C) + 11(Gr- D)	5	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do M.Phil and Ph.D and Refresher courses. In addition, IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/ DST/ DBT/CSIR etc.
- The College has a Research Advisory Committee constituted with Principal as Convener, Correspondent as advisor and five faculty members from different departments as members. It tracks the schemes of the different funding agencies such as UGC, DST, CSIR, etc.

- c) The IQAC of the college encourages the staff to apply for Major and Minor Research projects and to organize seminars, workshops and Conferences etc.
- d) It also motivates the staff for research publications, articles, reviews and books
- e) On duty leave granted to the faculty for attending professional Seminars, Conferences, and Workshops, for course work examination for Ph.D. etc.
- f) The college authorities provide all necessary infrastructural support including space for carrying out research work.

3.2 Details regarding major projects -

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	Nil	Nil
Outlay in Rs. Lakhs		1,00,000		

3.3 Details regarding minor projects -

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	03		Nil
Outlay in Rs. Lakhs		71,000/- (Dr. S.Chakraborty, Dept. of Math)		

3.4 Details on research publications -

	International	National	Others
Peer Review Journals	15	22	3
Non-Peer Review Journals	8	25	1
e-Journals	-	-	-
Conference proceedings	8	18	4

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Lacs)	Received (Lacs)
Major projects	2012-15	DST	34.58	1.00
Minor Projects	2012-15	UGC	3.68	0.71
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			38.26	1.71

3.7 No. of books published: i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from:

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

3.9 For colleges:

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

3.10 Revenue generated through consultancy:

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	NIL	00	Nil	Nil	04
Sponsoring agencies	-	-	-	-	Kharagpur College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
6	1	5	-	-	-	-

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

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

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

JRF SRF Project Fellows Project Assistant

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	50	State level	62
National level	29	International level	02

3.23 No. of Awards won in NSS: NIL

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level	0	State level	18
National level	04	International level	00

3.25 No. of Extension activities organized:

University forum	02	College forum	05	
NCC	05	NSS	09	Any other

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

01. Organized a Blood Donation camp on 29.08.2014 in collaboration with NCC Kharagpur College & Kharagpur Sub Divisional Hospital. 32 Units of blood were collected.
02. Conducted state level Selection Test of Pre Republic Day Parade on 07.09.2014 in Kharagpur College in association with NSS cell, Vidyasagar University. An NSS volunteer Priya Chakraborty was selected and Participated in the State level Republic Day Parade.
03. Observed SWACHHA BHARAT AVIYAN on 30.10.14. A good no of teaching, non-teaching staff members and students spontaneously participated to make the college campus & surrounding area clean.
04. Observed Rastriya Ekta Diwas on the Birth Anniversary of **Sardar Vallabhbhai Patel** on 01.11.2014 in Kharagpur College. After the inaugural session some teachers narrated the Importance of the day and the works of Sardar Patel in making unified India. Thereafter a large

- no of Teaching, Non-Teaching Staff members and students participated in Oath Taking programme.
05. Conducted a Quiz contest among the students of Kharagpur College on 05.11.2014. The winning team participated in the V.U inter college quiz competition.
 06. Organized a debate competition on the motion “**Sardar Patel was the only architect of unified India**” on 04.11.2014.
 07. Observed **World AIDS Day** on 01.12.2014. The NSS volunteers prepared posters, tied Red Ribbon to the students and Staff of the college. The NSS programme officers arranged an interactive session on “KNOW AIDS NO AIDS” and narrated to the audience the importance of the Day, how to get rid of this deadly disease, preventive measures, the myth & facts associated with AIDS.
 08. The NSS volunteers repaired a road inside the college campus, and drained the accumulated water in different parts of the road.
 09. Apart from these regular activities such as Drive for plastic free campus, cleaning of garbage, plantation were also conducted during the session 2014-15.

Criterion – IV

4. Infrastructure and Learning Resources -

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13782 Sq.m.	1395 Sq.m. Plus Boundary Wall	UGC & College	15177 Sq.m.
Class rooms	27	3	-Do-	30
Laboratories	07	Nil	--	07
Seminar Halls	01	Nil	--	01
No. of important equipments purchased	9	1	own	1.5 Lac

(≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	32,59,214	5,94,214	own	38,53,428
Others				

4.2 Computerization of administration and library:

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	31577		458	1,06,080/-	31577	32035
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	12		4		16	
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (Donated)	65	Nil	Nil	Nil	65	Nil

4.4 Technology up gradation (overall)

	Total Computers	Printer	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others LCD Projector
Existing	61	20	01	10	Nil	Nil	01	19	01
Added	09	5	Nil	Nil	01	Nil	Nil	Nil	01
Total	70	25	01	10	01	Nil	01	19	02

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

Three months Computer Awareness Programme was arranged by the college to use of Office softwares and uploading college information through online to the college administrative staffs (Group –C).

4.6 Amount spent on maintenance in lakhs :

i) ICT	3,20,000
ii) Campus Infrastructure and facilities	43,56,638
iii) Equipments	5,94,214
iv) Others	4,28,850
Total :	5699702

Criterion – V

5. Student Support and Progression -

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

The effort by the IQAC for enhancing the student support service as follows:

1. The IQAC organized Orientation classes for the students at the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the campus.
2. Inculcated value System among students through motivational talks, value education classes and ward classes in which 20 students are taken care of by a staff.
3. Motivated the students to use Technology like PPT presentation, Study Projects and assignments using Internet, OHP, peer teaching with models etc.
4. Provided information regarding the academic progress of the students after internal Exams and remedial classes are arranged for weak students after the college hours.
5. Every year feedback in questionnaire form is taken from students, parents, alumnae and other stakeholders to assess the quality and standard of the institution and measures are taken for further improvement.
6. The IQAC meets the students in class wise and encourages them to give their views and suggestions for the enhancement of quality of the institution.
7. Establishment of language lab, Purified cold water system for students, Fire extinguisher, Student health Home for all the students; The electrical wiring system of the whole college has been upgraded with modern system.

5.2 Efforts made by the institution for tracking the progression:

The following efforts were taken by the college for the progress of the institution: -

1. The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage approved in Academic Committee Meeting.
2. The management encourages the faculty to adopt innovative teaching techniques such as computer assisted learning, project method, group discussion, pair work, peer teaching, presentations through PPT, referring e-Journals, etc.
3. The staff and students are motivated to participate and present papers in seminars/ workshop organized by various colleges.
4. Research climate and aptitude is inculcated in the staff. Students and teachers are motivated to do projects and publish research papers.
5. The Teachers are encouraged to prepare a teaching plan. Individually a teacher submits a

Teaching plan to the Head of the Department and the plan is finalised after a departmental meeting.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
3310	111	--	--

(b) No. of students outside the state:

Nil

(c) No. of international students : N.A.

Nil

No	%		No	%	
1722	51.85	Men	1599	48.15	Women

Last Year (2013-14)						This Year (2013-14)					
General	SC	ST	OBC	PC	Total	General	SC	ST	OBC	PC	Total
2928	412	198	176	6	3720	2555	351	191	217	7	3321
Demand ratio: 3.5:1						Dropout % : 6.4%					

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

The Career Counselling Cell was formed by the Governing Body of the college. Dr. Mahadev Mukherjee was appointed as the Co-ordinator of the cell. The cell has been functioning very well under his supervision. The Cell organizes coaching classes for various competitive exams on need-based criteria. It has arranged frequently different programmes on career counselling, campus interviews and career guidance for future studies.

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations -

NET	-	SET/SLET	04	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		JAM	05

5.6 Details of student counselling and career guidance -

The Career Counselling Cell intensively looks after counselling students on matters relating to employment and arranges various programmes:

- It arranges trainings, seminars and workshops for motivating and preparing students for various competitive exams and jobs.
- The Cell has a small library which regularly provides the students with books, magazine and other study materials on career guidance.
- Various newspapers and weekly papers with news about employment (like the Employment News) are subscribed to and news and notifications about vacancies is notified to the students on notice boards.
- The cell helps students in filling up off-line and online forms

No. of students benefitted

250

5.7 Details of campus placement -

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	400	39	60

5.8 Details of gender sensitization programmes -

- Women's Welfare Sub-Committee was constituted with female staff and female students for dealing with issues relating to discrimination of women arising out of gender bias.
- Sexual Harassment Prevention Cell has been constituted.

5.9 Students Activities -

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

State/ University level

96

National level

11

International level

-

No. of students participated in cultural events

State/ University level

35

National level

01

International level

-

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

Sports : State/ University level	<input type="text" value="06"/>	National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>
Cultural: State/ University level	<input type="text" value="06"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="-"/>

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	428	4,28,850
Financial support from government	797	
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives:

Fairs : State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Exhibition: State/ University level	<input checked="" type="checkbox"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.12 No. of social initiatives undertaken by the students**5.13 Major grievances of students (if any) redressed:**

None

Criterion – VI

6. Governance, Leadership and Management –

6.1 State the Vision and Mission of the institution:

Vision

The college aims at overall development of the locality and its adjoining areas directly through education and indirectly through participation in various socio-economic, cultural and welfare activities.

Mission

Kharagpur College was established in the Year 1949 with a mission to become an Institution of Academic excellence. The Symbol of half-blossomed lotus under the Sun in our College emblem carries one great meaning. Here the lotus aspires to develop and blossom in full in response to the light of the Sun. The lotus symbolizes the divine possibilities of human nature. The college seeks to build up a solid foundation of personalities through knowledge and perfection in the multifarious avenues of life. We are sincere to maintaining the environment, which can motivate self-discipline creativity and excellence.

6.2 Does the Institution has a management Information System

The college has an MIS software named Smart college which runs from a central database in networked condition and data generated from various computers are stored there. Descriptive and analytical data are retrieved for various purposed. The financial management of the college is also executed through this software.

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

6.3.1 Curriculum Development : Our College is affiliated to the Vidyasagar University, Midnapore and bound to follow the University Syllabi designed by the respective Board of Studies of the University.

6.3.2 Teaching and Learning

- Preparing academic calendar
- Using advanced method of teaching
- Conducting unit test, group discussions and home assignment etc.
- Conducting preliminary examination with innovative known and unknown options

6.3.3 Examination and Evaluation

- Internal Examinations are conducted at regular intervals. (Academic calendar attached).
- University Examinations are conducted as per the norms and regulations of the Vidyasagar University, Midnapore.

6.3.4 Research and Development -

- Establishing research sub-committee for inculcating research atmosphere.
- Teachers are encouraged to write in national and international journals and books.
- Teachers are encouraged to pursue research degrees.
- Research materials are provided to the faculty to enhance their research capabilities.
- Out of 41 permanent teaching staff in the college 18 teachers have Ph. D. Four teachers are pursuing to complete Ph. D programme.

6.3.5 Library, ICT and physical infrastructure / instrumentation -

- Central Library the heart of the college is being equipped with modern facilities to cater the need of students, teachers and the member of library through Soul Software.

6.3.6 Human Resource Management -

- The institution has sincere, dedicated and committed faculty and Visionary management.
- Staff members have the opportunity to pursue part-time Computer course.
- Besides Various workshops and training programs are organised for the benefit of staff member

6.3.7 Faculty and Staff recruitment -

The faculty is recruited through College Service Commission, Govt. of West Bengal as per the UGC norms. While appointing guest lecturers the college follows the guidelines and rules and regulations of the university, the State Govt. and tries to conform to the UGC norms whenever possible. Appointment of the permanent non- teaching staff is done following the norms of the Directorate of Public Instruction, Govt of West Bengal. The casual staff are appointed following the norms of the State Govt.

6.3.8 Industry Interaction / Collaboration -

Industry interaction is a healthy practice of the College for identifying the position of academic growth in the College. In the age of liberalization, there are ample opportunities in different industries. Keeping in minds this idea, almost in every year industrial training is conducted by the Dept. of Commerce of this college. In this program eminent resource persons participated and convey valuable messages and opportunities for the final year commerce students. Industrial visits and Field visits are arranged in some Departments.

6.3.9 Admission of Students -

- The college follows the rules and regulations for admission as fixed by the affiliating University and the State Govt.
- Admission of students to various courses is based on merit and is transparent.
- Efforts are made to ensure that all students seeking admission to the various courses stay informed through different modes of publicity.
- The college has developed its own website for the convenience of students seeking admission to the college.

6.4 Welfare schemes for

Teaching	Kharagpur College Co-Operative Credit Society Ltd., Group Insurances Scheme, P.F. Facilities and Maternity leave
Non-teaching	Kharagpur College Co-Operative Credit Society Ltd., Group Insurances Scheme, P.F. Facilities and Maternity leave
Students	Kharagpur College Proficiency Award eight other merit medal and scholarship awards which are mentioned in the college prospectus.

6.5 Total corpus fund generated -**6.6 Whether annual financial audit has been done -**
☒ Yes ☐ No
6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vidyasagar University	Yes	Academic Subcommittee
Administrative	Yes	- DO -	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days? N.A.
For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐
6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association -

Department of Physics of this institution has a Alumni association which is not yet registered under West Bengal Society Registration Act. But the process is going on for registration. This association has organised its fourth reunion programme on 24th November, 2013 in the college campus. They have organized one blood donation camp on 10/12/2013 and organized seminar by eminent faculties of Physics during alumni meet. They also discuss about the current affairs and opportunities for the Physics student in the current global scenario.

6.12 Activities and support from the Parent – Teacher Association:

- The Parents–Teachers Association conducts 02 meeting of the parents with the teachers every year departmentally if required for their progress.
- The parents of the students with less than 50% attendance are informed about the attendance status at the time of Form Fill-up Programme.
- The parents are told to encourage their wards to come regularly to the college. They are informed about the various activities like Literary and Cultural Activities, NSS- related camps and drives, job opportunities and placement through various agencies and the college.
- Welfare schemes for the students are implemented with the guidance of parents like Swami Vivekananda Merit Cum Means Scholarship, Minority Talent Search Scholarship, Sitaram Jindal Trust Scholarship, SC/ST/OBC Stipend, Handicapped Scholarship etc.
- Feedback forms are also given to the parents and their suggestions are also taken in to account.

6.13 Development programmes for support staff -

The support staff are allowed to attend any training programme organized by the college or other institute for augmenting their performance.

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

- Initiatives have been make the college premises a plastic free zone.
- Plantation programmes are undertaken to make the college campus green.
- The NSS units of the college undertake ‘Clean the College Campus’ programme, under which the cleaning of the college premises is carried out

Criterion – VII

7. Innovations and Best Practices -

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

- Online admission for PG has a positive impact.
- LCD projectors with computers also helped teachers to execute better teaching tools.
- Coaching classes are conducted for students for various competitive examinations.
- Feedback on teaching by Students created a positive impact on teaching-learning.
- Motivating the Teachers to undertake major/minor research projects which increase the numbers of Major/ Minor Research Projects.
- Practical Classes are seriously conducted in all the science department as almost all the practical mentioned in the syllabus are done in the laboratory.

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

Action Taken for Academics:

1. Most of our proposals for revision of syllabus have been accepted by different BOS.
2. Feedback was taken regularly from students, alumni and parents.
3. One major and three minor projects
4. Teachers' involvement as Head Examiners in university Examinations.
5. Students participated in various activities at the university, district and state levels.
6. For remedial coaching funds from UGC were used for special classes for students of different backward classes.

Action Taken for Administration:

1. Health Insurance for students
2. Provisions made for better students' attendance.
3. Recruitment of guest lecturers for some departments
4. Upgradation of office software in cash section

Action Taken for Infrastructure:

1. Electrical wiring has been improved. Number of energy saving lights and fans are enhanced in each class room.
2. Civil work of Golden Jubilee building is completed and it has been handed over to the Geography department.
2. The construction of new building of Central Library is complete and further works are going on for its infrastructural facilities e.g. Students reading room, staff rooms and Bookshelf etc.
3. Saleha Khatoon Girls' Hostel is already complete and it has been inaugurated by the Honorable Vice Chancellor, Vidyasagar University. The Hostel facility will be available from the next academic session.
5. Boundary walls of the campus are going on.

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

- Fire Safety and Training
- Water quality testing and maintenance

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

7.4 Contribution to environmental awareness / protection -

- The institution spread awareness and sensitized both the student and the rural community around the college regarding sustainable environment through individual and group competitions, talks, exhibitions, movie screening etc.
- Segregating plastic and paper waste in the class room is essential for recycling plastic waste. Hence a separate waste baskets are given to each class for segregated disposal of waste.
- Survey of plants, trees, shrubs, herbs and animals, reptiles, butterflies, birds etc for bio-diversity assessment for environmental audit

- **Energy conservation -**

The college has been very conscious about the energy conservation For this the college has gradually moved on from normal light bulbs (least required wattage) to tube lights, slim lights, CFLs, LEDs and the college also replaced most of the CFT monitor from LCD monitors thus conserving energy to the extent required. College also promotes procurement and installation of efficient electrical systems to save electricity.

7.5 Whether environmental audit was conducted?

Yes

☐

No

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

1. Large area of the college.
2. Huge number of regular bonafied students.
3. Large number of SC/ST and Minority students
4. Proper financial budgeting of the departments.
5. Advance lab facilities of the science streams.
6. Major research projects funded by DST
9. Two number of NSS units

WEAKNESS:

1. Incomplete Girls Hostel, Golden Jubilee Building, and Indoor Sports Complex under financial grant of UGC.
2. Incomplete Swimming pool.
3. Absence of modern library
4. Absence of Alumni Association
5. Only one regular Post Graduate courses.

OPPORTUNITY:

1. Strong support from former faculty members and other well-wishers.
2. Active Academic Tie up and collaboration with national & foreign universities for new generation courses.
3. To provide the Group Insurance and Medical facilities to the students.
4. To provide extra coaching for the JAM, JEST, NET/SET, ICWA, CA, CS and other competitive exams.
4. To open new Post Graduate courses.

CHALLENGES:

1. To provide modern facilities at par with those available to the students in well equipped urban colleges.
2. To attract students to traditional courses
3. Economically, socially and educationally backward rural students.
4. To achieve academic autonomy.

8. Plans of institution for next year -

- a) Shifting of Library to the New building.
- b) The central library will be automated.
- c) Purchasing of New books for all the departments.
- d) Laboratories will be well equipped as per new syllabus. Also more energy savings light will be provided to the Physics and Chemistry Laboratory and sufficient number of basins and water will be provided in the Zoology laboratory.
- e) New Computer and Printers will be provided to all the departments.
- f) Golden jubilee building should be opened for classes. Ladies toilet (eight) in the said building should be available.
- g) Additional Water purifier, Water purifier cum cooler, fire extinguishers are to be installed at various locations.
- h) New electrical wiring system is required to be installed throughout the campus.
- i) Most of the departments should have LCD projectors with computers with internet access for better teaching learning with multimedia.

Name: Tarun Kumar Ray, Associate Professor



Signature of the Coordinator, IQAC

Co-ordinator, IQAC
Kharagpur College
Kharagpur-721305

Name: Dr. Kaushik Kumar Ghose



Signature of the Chairperson, IQAC

Teacher-in-Charge
KHARAGPUR COLLEGE



Annexure I**Abbreviations:**

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



A.Q.A.R.: 2014-15

ANNEXURE – I**Academic Calendar 2014-2015**

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
July- 2014	1 st	July (1-7)	06.07.2014 (Sunday)	1 day	6 days	B.Sc. Part-II Practical Exam., Class for PG-3 rd Sem.
	2 nd	July (8-14)	13.07.2015 (Sunday)	1 day	6 days	10.07.2014 Commencement of 1 st year B.A./B.Sc./B.Com. classes.
	3 rd	July (15-20)	20.07.2014 (Sunday)	1 day	6 days	Class for UG-1st year & PG 3 rd Sem.
	4 th	July (22-28)	27.07.2014 (Sunday)	1 day	6 days	21.07.2014- Starting days of admission of 2 nd & 3 rd year B.A./B.Sc./B.Com. students. 23.07.2014 last date of Admission of 1 st year B.A./B.Sc./B.Com. students. Commencement of 2 nd & 3 rd year B.A./B.Sc./B.Com. classes.
July – August 2014	5 th	July 29 – Aug 3	29.07.2014 (Id-UI-Fitre) 03.08.2014 (Sunday)	2 days	5 days	31.07.2014 – Last date of change of subjects for 1 st year B.A./B.Sc./B.Com. students
August-2014	6 th	August (4-10)	10.08.2014 (Sunday)	1 day	6 days	Classes for UG & PG (1 st & 3 rd Sem.)
	7 th	August (11-17)	15.08.2014 (Independence day) 17.08.2014 (Sunday & Janmastami)	2 days	5 days	12.08.2014- Last date of filling up of Registration forms for 1 st year B.A./B.Sc./B.Com. students.
	8 th	August (18-20)	24.08.2014 (Sunday)	1 day	6 days	18.08.2014- Last date of submission of academic auditing report to V.U. 22.08.2014- Last date of submission of registration form to V.U. by the college for 1 st year B.A./B.Sc./B.Com. students. Without fine. 22.08.2014- Last date of admission for 2 nd & 3 rd year B.A./B.Sc./B.Com. students.

A.Q.A.R.: 2014-15

Academic Calendar 2014-2015

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Aug. – Sept. 2014	10 th	Sept.(01 – 07)	07.09.2014 (Sunday)	1 day	6 days	01.09.2014- Last date of submission of registration form to V.U. for 1 st year B.A./B.Sc./B.Com. students with fine. 04.09.2014- Last date of submission of Teachers' Bio-date to V.U.
Sept. – 2014	11 th	Sept. (08-14)	14.09.2014 (Sunday)	1day	6 days	1 st week of September Inter College Cultural Meet. Class for UG & PG
	12 th	Sept. (15-20)	21.09.2014 (Sunday)	1 day	6 days	Class for UG & PG
	13 th	Sept. (22-28)	23.09.2014 (Mahalaya) 28.09.2014 (Sunday)	2 days	5 days	Class for UG & PG
Sept. – Oct. 2014	14 th	Sept.29 – Oct.05	29.09.2014 (DUniversity Foundation day) 30.09.2014 (Puja Holidays begin) 02.10.2014 (Gandhiji Birth day)	7 days	Nil	
Oct. 2014	15 th	Oct. (06-12)	05.10.2014- 11.10.2014 (Puja Holidays)	7 days	Nil	
	16 th	Oct. (13-19)	12.10.2014 (Puja Holidays)	7 days	Nil	
	17 th	Oct. (20-26)	19.10.2014- 25.10.2014 (Puja Holidays) 23.10.2014- 25.10.2014 (Kalipuja & Bhatridwitia) Holidays 26.10.2014 (Sunday)	7 days	Nil	
Oct. Nov. 2014	18 th	Oct.27 – Nov.02	02.11.2014 (Sunday)	1 day	6 days	Class for UG &PG
Nov. - 2014	19 th	Nov. (03-09)	01.11.2014 (Muharram) 06.11.2014 (Guru Nanak's Birthday) 09.11.2014 (Sunday)	3 days	4 days	Class for PG

A.Q.A.R.: 2014-15

Academic Calendar 2014-2015

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
November-2014	20 th	Nov. (10-16)	16.11.2014 (Sunday)	1 day	6 days	Class for UG & PG
	21 st	Nov. (17-23)	23.11.2014 (Sunday)	1 day	6 days	Class for UG & PG
	22 nd	Nov. (24-30)	30.11.2014 (Sunday)	1 day	6 days	Class for UG & PG
December 2014 December 2014	23 rd	Nov.-01-Dec.-07	07.12.2014 (Sunday)	1 day	6 days	Class Test for UG & PG
	24 th	Dec. (08-14)	14.12.2014 (Sunday)	1 day	6 days	Class Test UG & PG
	25 th	Dec. (15-20)	21.12.2014 (Sunday)	1 day	6 days	Class for UG & PG
	26 th	Dec. (22-28)	25.12.2014 to 28.12.2014 (Winter Recess) (Christmas Day)	4 days	3 days	Class for UG Study Leave for PG
Dec.-2014 Jan.-2015	27 th	Dec.-29-Jan. 03	28.12.2014 to 01.01.2015 (Winter Recess)	5 days	2 days	Study Leave for PG
January 2015	28 th	January (4-10)	04.01.2015 (Sunday & Fateah-duaz-daham)	1 day	6 days	Class for UG & Exam. For PG
	29 th	January (11-17)	11.01.2015 (Sunday) 12.01.2015 (Swami Vivekananda's Birthday) 15.01.2015 (Pous Shankranti)	3 days	4 days	Class for UG & Exam. For PG
	30 th	January (18-24)	18.01.2015 (Sunday) 23.01.2015 (Netaji Birth day)	2 days	5 days	Class for UG & PG
	31 st	January (25-30)	25.01.2015 (Sunday) 25.01.2015-26.01.2015 (Saraswati Puja) 26.01.2015 (Republic day)	2 days	5 days	Class Test of UG 3 rd Year & PG
February 2015	32 nd	February (01-07)	01.02.2015 (Sunday)	1 day	6 days	Class for UG & PG
	33 rd	February (08-14)	08.02.2015 (Sunday)	1 day	6 days	Class for UG & PG
	34 th	February (15-20)	15.02.2015 (Sunday)	1 day	6 days	Class for UG & PG

A.Q.A.R.: 2014-15

Academic Calendar 2014-2015

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	35th	February (22-28)	22.02.2015 (Sunday)	1 day	6 days	Class Test for UG 2 nd year & PG
March- 2015	36th	March (01-07)	01.03.2015 (Sunday) 05.03.2015-06.03.2015 (Doljatra)	3 days	4 days	Class Test for UG 1 st Year & PG
	37th	March (08-14)	08.03.2015 (Sunday)	1 day	6 days	Class for UG (1 st & 2 nd year) & PG
	38th	March (15-20)	15.03.2015 (Sunday)	1 day	6 days	Class for UG (1 st & 2 nd year) & PG
	39th	March (22-28)	22.03.2015 (Sunday)	1 day	6 days	Practical class for B.Sc. 2 nd year class for PG
Mar. – Apr. 2015	40 th	Mar.-29-Apr.-04	29.03.2015 (Sunday) 03.04.2015 (Good Friday)	2 days	5 days	Practical class for B.Sc. 2 nd year class for PG
April- 2015	41 st	April (05-11)	05.04.2015 (Sunday)	11 days	6 days	Practical class for B.Sc. 2 nd year class for PG
	42 nd	April (12-18)	12.04.2015 (Sunday) 11.04.2015 (Lirth Day of Dr.B.R.Ambetkar) 14.04.2015 (Chaitra Shankranti) 15.04.2015 (Bangla Naba Barsha)	3 days	4 days	Practical class for B.Sc. 2 nd year class for PG
	43 rd	April (19-25)	19.04.2015 (Sunday)	1 day	6 days	Practical class for B.Sc. 2 nd year class for PG
Apr.-May. 2015	44 th	Apr.-26-May.-02	26.04.2015 (Sunday) 01.05.2015 (May Day)	2 days	5 days	Practical class for B.Sc. 2 nd year class for PG
May.- 2015	45 th	May (03-09)	03.05.2015 (Sunday) 09.05.2015 (Rabindranath Birth Day)	2 days	5 days	Class for PG 3 rd Sem.
	46 th	May (10-16)	10.05.2015 (Sunday) 16.05.2015-18.05.2015 (Summer Recess)	4 days	3 days	Class for PG 3 rd Sem.
	47 th	May (17-23)	17.05.2015-23.05.2015 (Summer Recess)	7 days	-	Class for PG 3 rd Sem. Exam., Administrative work, Academic task etc.
	48 th	May (24-30)	24.05.2015-30.05.2015 (Summer Recess)	7 days	-	Class for PG 3 rd Sem. Exam., Administrative work, Academic task etc.

A.Q.A.R.: 2014-15

Academic Calendar 2014-2015

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
May. – Jun. 2015	49 th	May.31 – Jun.06	31.05.15 – 06.06.15 (Summer Recess)	7 days	-	Exam Administrative Work, Academic task etc.
June - 2015	50 th	June (07-13)	07.05.15 – 13.05.15 (Summer Recess)	7 days	-	Exam Administrative Work, Academic task etc.
	51 st	June (14-20)	11.06.15 – 20.06.15 (Summer Recess)	7 days	-	Exam Administrative Work, Academic task etc.
	52 nd	June (21-27)	21.06.15 – 27.06.15 (Summer Recess)	7 days	-	Exam Administrative Work, Academic task etc.
	53 rd	June (28-30)	28.06.15 – 30.06.15 (summer Recess)	3 days	-	Exam Administrative Work, Academic task etc.

ANNEXURE – II

KHARAGPUR COLLEGE KHARAGPUR

Students Feedback on Teachers

Department:

Year:

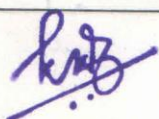
Please rate the courses on the following attributes using the 10 point scale shown:

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

Very Good

Very Poor

Name of the Teachers	Attributes
	1. Communication Skills (in terms of articulation and comprehensibility) আলোচ্য বিষয় বস্তুকে দক্ষতার সঙ্গে প্রকাশ করেছেন
	2. Interest generated by the teacher আলোচ্য বিষয় বস্তুকে আকর্ষণীয় করেছেন
	3. Ability to integrate course material with environment/other issues to provide a broader perspective পাঠ্য বিষয়কে পরিবেশ ও পারিপার্শ্বিক বিষয়ের সঙ্গে সমন্বিত করে দৃষ্টিভঙ্গীর প্রসারতা ঘটিয়েছেন
	4. Ability to integrate across the courses/draw upon other courses পাঠ্য বিষয়ের সাথে পাঠ্য বিষয় বহির্ভূত বিষয়কে সমন্বিত করেছেন



Please See Overleaf

Name of the Teachers	
Attributes	
5. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion) শ্রেণী কক্ষে ও শ্রেণী কক্ষের বাইরে শিক্ষক মহাশয়ের সাহায্য পাওয়া গেছে: (শিক্ষক মহাশয় জীবনে চলার পথে উৎসাহ যুগিয়েছেন)	
6. Ability to design quizzes /examinations/ assignments /projects to test understanding of the course পাঠ্যবস্তুকে সুস্পষ্টভাবে বোধগম্য করে তুলতে যেসব প্রশ্ন সাজিয়েছেন, বিশেষ বিশেষ হোমটাস্ক দিয়েছেন, বিশেষ কোন ধরনের কাজ সুসম্পন্ন করার ভার দিয়েছেন	
7. Provision of sufficient timely feedback ছাত্রের ভুলত্রুটি সংশোধনের জন্য যথোপযুক্ত সময়ে ব্যবস্থা নিয়েছেন	
8 Knowledge base of the teacher (as perceived by you) শিক্ষকের জ্ঞানের ভাণ্ডার (তোমার ধারণা অনুযায়ী)	
9. Sincerity/Commitment of the teacher শিক্ষকের নিষ্ঠা এবং দায়বদ্ধতা	
10. Overall rating সার্বিক মূল্যায়ন	