



**THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC : 2015-16**

[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. Kaushik Kumar Ghose
Tel. No. with STD Code	:	03222-225920

Mobile :

Name of the IQAC Co-ordinator :

Mobile :

IQAC e-mail address :

1.3) NAAC Track ID (For ex. MHCOGN 18879)

OR

NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2007)
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.4) Website address :

Web-link of the AQAR :

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)

2015-16

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):

- i. AQAR 2011-12 submitted to NAAC on (31/03/2016)
- ii. AQAR 2012-13 submitted to NAAC on (31/03/2016)
- iii. AQAR 2013-14 submitted to NAAC on (31/03/2016)
- iv. 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:

- One day Seminar on "Superstition and Anti Rationalism" was held on 17/10/2015.
- One day seminar on " Fourier Integral description of a wave packet" was held on 04/02/2016.
- One day seminar on "Financial Sector Reform" was held on 19/11/2016.
- One day Seminar on "Consumer Issues of the West Bengal Government" was held on 06/02/2016.

(Towards Quality Management and Enhancement: Preparing for NAAC Reassessment)

2.14 Significant Activities and contributions made by IQAC -

1. Recommended for introduction of Post Graduate course in English as early as possible.
2. Recommended for the sufficient number of good quality water coolers in different locations of the campus.
3. Completion of more number of toilets and urinals for the students in the campus.
4. 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.
5. 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 more number of smart class room and few conference rooms.
7. Good number of campus interview and career counseling programe was organized.
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	<ol style="list-style-type: none"> 1. The newly established BOS of the PG Department in Bengali regularly discussed the academic affairs mainly progression of syllabus, invitation of senior academicians from various institute and preparation of examination related activities. 3. BOS members of UG departments are regularly attached with members of Vidyasagar University regarding admissions, conducting University examinations and Unit Test, Form fill up etc are followed throughout the session
Teaching Learning Evaluation	<ol style="list-style-type: none"> 1. Eminent academicians are invited from different universities and research institutes for taking classes and seminar lectures in the PG departments. 2. Regular Feedback taken from students improves the academic system of the college. 3. Feedbacks of Alumni have been analyzed. 4. Continuation of Course files system. 5. Autonomy for evaluation of students of PG courses as decided by the affiliating University has been executed in proper way from the academic session 2015-16.
Research, consultancy & extension	<p>One major projects and three minor projects are going on. Two N.S.S. units have been functioning actively under the supervision of Prof. Mahenga Singh, Dept of Botany and Prof. Rakhal Chandra Bhunia, Dept. of History.</p>

Infrastructure and Learning resources	<ol style="list-style-type: none"> 1. Upgradation of UG Labs in Physics, Chemistry, Zoology Botany and Geography with necessary instruments. 2. Upgradation of Library through the introduction of Online Public Access Catalogue (OPAC) software for the digital database of all Library books. 2. Introduction of Wi-Fi facility throughout the campus for the students. 4. More fire extinguishers are being installed 5. Toilets construction in different location of the campus. 6. Installation of three Sanitary Napkin Vending Machines and Incinerators in Girls' common rooms. 7. Completion of electrical wirings and repairing where it is necessary. 8. Construction and renovation of pavements inside the campus. 9. 1111 new books of different subjects are added into the existing resource of College Library. 11. A toilet of good quality is constructed for the students annex to the Library. 12. Boundary wall of the campus is still under construction.
Student Support & Progression	<ol style="list-style-type: none"> 1. Renovation and Expansion of Cycle Stand. 2. Upliftment of ground level of the Boys' Hostel and its adjacent roads by sand filling. 3. Expansion and cleaning of the NCC parade ground. 4. Construction of swimming pool is completed with the financial support of UGC. 5. Construction of Sports Complex is going on. 6. Renovation and expansion of the main play ground of the campus. 7. Purchase of new equipment as per requirement in the science based laboratory. 8. Recruitment of guest lecturers for different departments.
Governance, Leadership and Management	<ol style="list-style-type: none"> 1. Financial aids were provided to the poor students through half free and full free of tuition fess facilities. 2. Special assistance to the meritorious students 3. Kharagpur College Proficiency award and different merit medal and scholarships are awarded to the students for their excellent performances in academic fields, Games and sports, NCC, NSS and other cultural activities on college foundation day ceremony. 4. Inclusion of more girls students in Kanyashree program, Govt. of West Bengal 5. Career counseling for the final year students 6. Regular departmental/state level/national seminar 7. Seminar on Female Health and Hygiene was organized on 16.02.2016 by the Permanent Lady Teachers of the College.



	8. Participation of our teachers in governing bodies of other colleges as V.U. nominee.
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** 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.
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[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* Alumni Parents Employers Students
(On all aspects)

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

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

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



The College 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	Total	Asst. Professors	Associate Professors	Professors	Others
Approved PTT	45	23	20	-	Librarian (01), GLI (01)
Approved CWTT	23	-	-	-	23
	02	-	-	-	02

2.2 No. of permanent faculty with Ph.D.: 16

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	23	0	0	0	0	25	0	23	25

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

40
06
00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	5	32	16
Presented papers	12	25	17
Resource Persons	nil	04	05

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. Course file prepared by all the departments and provided study materials to the students
 6. In a regular interval students seminars are organized in each department.

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

248

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	-	59.26	40.74		100
BENG H (UG)	82	-	-	95.12	2.44	97.56
ENG H	46	-	-	69.57	23.91	93.48
HINDI H	19	-	31.58	68.42	-	100
HIST H	42	-	2.38	90.48	-	97.62
POLSC H	15	-	-	60.00	40.00	100
PHIL H	04	-	-	50.00	50.00	100
SAN H	41	-	7.32	75.61	9.76	92.68
GEO H	39	-	-	69.23	30.77	100
ECO H	03	-	66.67	33.33	-	100
PHYS H	35	-	51.43	22.86	17.14	100
CHM H	30	-	40.00	40.00	16.67	96.67
MATH H	55	-	9.09	80.00	7.27	96.36

ZOOL H	25	-	20.00	56.00	16.00	92.00
BOT H	10	-	-	80.00	20.00	100
COMM.(H)	67	-	34.33	65.67	-	100
B.A. GEN	164	-	-	-	-	82.93
B.SC. GEN	19	-	-	63.16	36.84	100
BCOM GEN	31	-	-	16.13	74.19	90.32

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	3
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	2
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	11(Gr-C)+08 (Gr- D)	6	Nil	NI
Technical Staff	1 (Gr- C) + 10(Gr- D)	6	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- a) 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.
- b) 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	01 (on 08.04.2015)	Nil	Nil	Nil
Outlay in Rs. Lakhs	29,72,859/- (Dr. J.Pramanik, Dept of Physics)	-	-	-

3.3 Details regarding minor projects -

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01		Nil
Outlay in Rs. Lakhs	71,000/- (Dr. S.Chakraborty, Dept. of Math) Rs. 1,33,000/- (Dr. R.Dutta, Dept of History)	Dr. Dola Pahari (on lien)		

3.4 Details on research publications -

	International	National	Others
Peer Review Journals	15	20	3
Non-Peer Review Journals	8	25	1
e-Journals	-	-	-
Conference proceedings	5	16	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	05
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
5	-	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 State level
National level International level

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 State level
National level International level

3.25 No. of Extension activities organized:

University forum College forum
NCC NSS Any other

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

01. Organized a Blood Donation camp on 29.08.2015 in collaboration with NCC Kharagpur College & Kharagpur Sub Divisional Hospital. 30 Units of blood were collected.
02. Observed SWACHHA BHARAT AVIYAN on 30.10.15. A good no of teaching, non-teaching staff members and students spontaneously participated to make the college campus & surrounding area clean.
03. Observed Rastriya Ekta Diwas on the Birth Anniversary of **Sardar Vallabhbhai Patel** on 01.11.2015 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.
04. Conducted a Quiz contest among the students of Kharagpur College on 15.09.2015. The winning team participated in the V.U inter college quiz competition.
05. Organized a debate competition on the motion “**Sardar Patel was the only architect of unified India**” on 04.11.2015.
06. Observed **World AIDS Day** on 01.12.2015. 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.
07. The NSS volunteers repaired a road inside the college campus, and drained the accumulated water in different parts of the road.
08. Apart from these regular activities such as Drive for plastic free campus, cleaning of garbage, plantation were also conducted during the session 2015-16.
09. A special winter camp is organised by two units of NSS during 19.02.2016 to 25.02.2016. In this programme the units followed several social objectives -
 - a) Making Plastic Free Campus and Tree Plantation
 - b) Awareness against female feticide.
 - c) Awareness Programme on Thalassemia and AIDS.
 - d) Campaign against some social evils like child marriage, Drug addiction, smoking etc.
 - e) Initiatives to clean slum area of Gandhinagar Colony and PWD Colony.

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 own	15177 Sq.m.
Class rooms	30	01 (Smart Class room)	own	31
Laboratories	07	Nil	--	07
Seminar Halls	01	Nil	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10	1 (RICO FAST Copier)	own	1.3 Lac
Value of the equipment purchased during the year (Rs. in Lakhs)	38,53,428	436675	own	42,90,103
Installation of CCTV for the security purpose	02	23	own	25
Installation of Wi-Fi facility throughout the college campus	Nil	Full campus	Reliance	NA

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	32481	592393	1111	1,55,017/	33592	7,47,410*
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	Not Known	25	7980	90	--

* indicates total value of books purchased 2011 onwards

4.4 Technology up gradation (overall)

	Total Computers	Printer	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others LCD Projector
Existing	70	25	01	10	10	Nil	01	19	02
Added	05	04	Nil	Wi-Fi for whole campus	01	Nil	Nil	Nil	01
Total	75	29	01	10	11	Nil	01	19	03

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	3,49,368
ii) Campus Infrastructure and facilities	22,42,757
iii) Equipments	3,80,905
iv) Others	4,00,262
Total :	33,73,292

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 .
3. IQAC/Women's cell organizes programme at the beginning of each session to make the female students aware of health & hygiene and protection measures available in the campus. This year, it was organized on 16.02.2016. Women's cell and NSS also organized a programme on Cancer Awareness among females in collaboration with a group consisting of 4 doctors led by Dr Sambhunath Banerjee from SSKM Hospital Kolkata.
4. IQAC ensures Anti-Ragging cell to make the fresher and others aware of the effects of ragging every year.
5. IQAC collects the list of Physically challenged students and hand over it to the HODs and Library to take care of their problems.
6. Three complaint/Suggestion boxes are placed at different corners of the campus. Students are made aware by the IQAC/ Grievance cell to put their grievances and suggestions into these boxes.
7. Every year feedback in questionnaire form is taken from students ,parents, alumnae and other stakeholders to assess the quality and standard of the institution.
8. Motivated the students to use Technology like PPT presentation, Study Projects and assignments using Internet, OHP, peer teaching with models etc.
9. 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.
10. Installation of Sanitary Napkin Vending Machines for girl students.
11. The electrical wiring system of the whole college has been upgraded with modern system.
12. Career advancement cell is suggested to organize Campus Recruitment and Career Advancement Programs by some reputed organizations.

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. College also gathers data on further career advancement of the students coming to the college for collection of their certificates.
3. The college encourages all the departments to make a data bank of students' progression. Faculty members are in contact with the alumni for tracking their progression through Face book and other Social Network.
4. Kharagpur College Alumni Association has organized an Alumni meet on 02 10.2016 to reform its executive committee for the session 2016-18. It has been registered under West Bengal Government jurisdiction. The aim of this association is the expansion of educational facilities towards the society. Also the association has planned its future activities for the development of the college. Apart from this, Reunion of most of the departments were organized this year to form departmental alumni association. From these meeting record of progression of the students is being collected.
5. 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.
6. The staff and students are motivated to participate and present papers in seminars/ workshop organized by various colleges.
7. Teachers are motivated to apply for more number of Major and Minor Research Programs.
8. 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
3683	111	--	--

(b) No. of students outside the state:

Nil

(c) No. of international students :

Nil

No	%		No	%	
1991	52.48	Men	1803	47.52	Women

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	PC	Total	General	SC	ST	OBC	PC	Total
2555	351	191	217	7	3321	2972	403	210	203	6	3794

DEMAND RATIO 2015-16				
ARTS				
NAME OF THE COURSE	SUBJECT	APPLICATION RECEIVED	ENROLLED	DEMAND RATIO
B.A.HONOURS	BNGH	778	125	6.23
B.A.HONOURS	ENGH	835	98	8.52
B.A.HONOURS	SANH	250	63	3.97
B.A.HONOURS	HINH	51	40	1.28
B.A.HONOURS	ECOH	26	04	6.50
B.A.HONOURS	GEOH	235	52	4.52
B.A.HONOURS	HISH	290	91	3.12
B.A.HONOURS	PHIH	160	58	2.76
B.A.HONOURS	PLSH	187	68	2.75
B.A. (GEN)	B.A. (GEN)	1361	468	2.90
SCIENCE				
NAME OF THE COURSE	SUBJECT	APPLICATION RECEIVED	ENROLLED	DEMAND RATIO
B.Sc. HONOURS	PHSH	633	71	8.91
B.Sc. HONOURS	CEMH	509	67	7.60
B.Sc. HONOURS	MTMH	699	92	7.60
B.Sc. HONOURS	ZOOH	674	52	10.87
B.Sc. HONOURS	BOTH	281	31	9.06
B.SC. (GEN)	B.SC. (GEN)	408	70	5.83
COMMERCE				
NAME OF THE COURSE	SUBJECT	APPLICATION RECEIVED	ENROLLED	DEMAND RATIO
B.COM. HONOURS	ACCOUNTANCY	309	155	1.99
B.COM (GEN)	B.COM (GEN)	100	28	3.57

Demand ratio: 5.4:1 Dropout % : 5.2%

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

60

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

100

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	300	35	55

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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	360	1,79,205
Financial support from government	1017	--
Financial support from other sources	-	-



Number of students who received International/ National recognitions	-	-
--	---	---

5.11 Student organised / initiatives:

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 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 purposes. 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. Around 09 teachers from our college participated in curriculum design process in the capacity of BOS member.

6.3.2 Teaching and Learning

- ICT enabled teaching and learning is encouraged.
- Remedial classes for weak students are arranged.
- Teaching plans & methodologies are maintained and audited internally. Subject is allotted as per specialization of teachers.
- Feedback is taken and analyzed.
- Innovative practices in teaching, seminars, FDP, QIP are encouraged.
- Peer teaching, task based learning, problem based learning are some of the techniques.
- Best practice of conducting and organizing Mock Parliament by Political Science department is on.

- Results of examinations at different stages are analyzed and steps are taken for further improvement.

6.3.3 Examination and Evaluation

- Entire process of Examination and evaluation of UG course is guided by the affiliating university. 10% of the total marks is allotted for Internal Assessments. Remaining 90% is taken care of by the university. For evaluation in PG Courses University has given partial autonomy to the college from session 2015-2016. College Board of Studies looks after the evaluation process. College Board of studies consists of both internal members and university nominee as per guidelines of the university.
Paper setters for 60% marks are selected from the college and paper setters for remaining 40% marks is selected from other institutions.
- Regular internal tests for both UG and PG courses as stipulated by the university are conducted.
- Experimental projects are carried out under the guidance of departmental teachers which are then evaluated by both the department and university appointed external examiners. Internal seminars by students are arranged in some of the departments (e.g. in Physics, Bengali, Chemistry, Economics, Commerce),
- Scope for review of University results is available.

6.3.4 Research and Development -

- In order to promote research activities in the college along with the normal class teaching, college have constituted a Research Advisory committee (RAC). The college creates an academic environment that ignites and fosters students' interest in scientific temper and research culture
- Various departments of the college have organized seminar/workshops/invited lectures to inculcate the research motivation and culture among the staff and students.
- RAC actively promotes research work. So far one DST major project of received amount Rs. 29,72859/- and four UGC sponsored minor research project have been completed.
During the session 2015-16, proposals for one major and four minor research projects have been submitted.

6.3.5 Library, ICT and physical infrastructure / instrumentation -

- In this academic session, several major steps have been taken by the college authority to enhance the efficiency of the college Library. Among these steps, one is digitisation of the Library books. Under this system barcodes have been provided to all the books which will give clear picture about the availability of any book through computer. Thus it will be easier for any student to collect a particular book. In addition to this, 1111 number of new books having value Rs.155017/- have been purchased as per requisitions given by the different departments.

Infrastructures:

- One smart class room is built up to encourage the students as well as the teachers to participate in a class with high quality of modern communication facility.
- Twenty five number of CCTV are installed in this session to increase overall security of the college campus.
- Number of lavatories for female teachers, girls and boys student have been enhanced.
- Four vending Machines for sanitary napkin and Incinerators have been installed in the two girls' common rooms.
- Wi-Fi facility is provided through out the campus.
- Ground level of Boys' Hostel has been uplifted by 2 feet by providing sand and other dust materials. A submersible pump has been installed in the hostel premises for the smooth supply of fresh water to the boarders.
- Construction of boundary wall of the campus is almost at the stage completion.

Sports facilities:

- A new sports complex for indoor game facilities like badminton, TT, gymnastics, Yoga etc.
- Outdoor game facilities: Football, cricket, Khokho and Vollyball etc.

6.3.6 Human Resource Management -

- The institution has sincere, dedicated and committed faculty and Visionary management.
- Various leaves, additional increments, evaluations through computer, study leave for faculties pursuing research degrees have been taken care.
- Confirmation, placement and promotion of both teaching and nonteaching staff are recommended after careful verification of their performance by the college authority, University nominee and Government nominee.
- For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.
- Besides, Various workshops and training programs are organised for the benefit of staff member

6.3.7 Faculty and Staff recruitment -

- Full time faculties are appointed by the recommendation of West Bengal College Service Commission as per guidelines of UGC,

- Confirmation of service of eight new Assistant Professors have been done by the Governing Body after considering their satisfactory performance.
- Guest lecturers are recruited for UG courses following two step process: advertisement in daily newspaper and interview by University experts, and subject experts as per UGC norms. However, for PG courses experienced, permanent and reputed faculty members from other colleges and Universities are invited to teach in the college.
- 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 -

- Kharagpur College Alumni Association has reformed its executive body on 02/10/2016. This association has recently received registration number (7376/2016 dated 25/10/2016) under The Provisions of Indian Trust Act, 1882. The Association is taking role as educational and charitable trust. For instance it is maintaining a garden with medicinal plants in the college campus and also taking few steps for keeping the campus clean.
- Department of Physics of this institution has a Alumni association since 2007; this association has organised its fifth reunion programme on 29th November, 2015 in the college campus. This association has also recently received registration number (7375/2016 dated 25/10/2016) under The Provisions of Indian Trust Act, 1882. The Association is determined to take role as educational and charitable trust. In reflection of that it has been organising different programmes which are beneficial for the society. The members of the association organises blood donation camp and seminar by eminent faculties of Physics during alumni meet. They also discussed 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.
- Proper measure of garbage dumping and recycling is taken.

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)

- Installation of Vending Machine for Sanitary Napkin and Destroyer.
- 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.
- j) To complete and upload AQAR 2016-17.

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**



BEST PRACTICE #01, 2015-16**Title: Installation of Vending Machine for Sanitary napkin and Destroyer****Context:**

Vending machines for sanitary napkins with Destroyers (for used ones) have been installed for the girl students and women staff members.

The objectives:

The college receives a large number of girl students and many of them commute from rural areas. Keeping in mind of their good health and definitive requirements, a system of vending machines were planned to be installed for dispensing of sanitary napkins in order to have easy access and with low price. Along with this, a system of destroyer of the used napkins in a proper manner for hygienic purpose is necessary. Initial trainings for operating the machine have to be imparted to the students and women staff members.

The Practice:

A set of sanitary napkin vending machine and Destroyer (for hygienic disposal) have been installed in the girls' common room and different Girls and Female teacher's toilet in the campus.

Apart from initial training and instructions for usage, planned training programmes for girls on the proper use of the machines have been given department wise as per resolution of women's cell meeting dated 10 August, 2016.

The matters of regular supply, refilling and proper usage are being taken care of by the women cell members.

Obstacles faced/Problems encountered:

The initial obstacles encountered are due to the inhibition, aversion to use mechanized system and a natural delay in adapting a new system. As more and more girl students begin to use this new system and would be aware of the benefit, the initial mental block or uneasiness may be abolished altogether.

Evidence of Success:

It is encouraging to note that the system is already in proper use by many girl students. The number of users is expected to steadily increase due to sustained training and monitoring by the women cell.

Resources Required:

A steady fund is required for maintenance and refilling in a periodic interval. Also the active participation by all girl students and monitoring by women cell would see the complete success and consistency.

BEST PRACTICE #02, 2015-16

Title: Health Checkup and diagnostics by Physiology department

Context:

Health check-up of desired students and teachers. Involvement of the departmental students in an effective way.

The objectives:

To make the students acquainted with the laboratory techniques for diagnostic measures. To offer a diagnostic and other facilities as per need.

The Practice:

As per university curriculum, the students have to handle some laboratory equipments for cardiologic problem, blood pressure, thalassemia, lung function tests etc. Accordingly, students come to know the effective handling of the machines. They extend these facilities to be available for the students and staff of other departments as and when required.

Obstacles faced/Problems encountered:

Due to lack of full time well qualified technicians and sufficient substantive teachers the dream of extending this facility to the nearby locality is yet to be fulfilled.

Evidence of Success:

Irrespective of insufficient number of staff (teaching and technical) and resources to procure costly equipments, the department as a whole did a yeomen service with great spirit and enthusiasm.

Resources Required:

More fund is required to procure some essential but relatively expensive instruments. Besides, well trained staff, more substantive teacher are also required for a greater achievements.



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

ANNEXURE – I**Academic Calendar 2015-2016**

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of no Class Days	No. of days available for holding Class/Exam.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
July-2015	1 st	July (1-05)	05.07.2015 (Sunday)	1 day	4 days	B.Sc. Part-II Practical Exam., PG-3rd Sem. Project Exam.
	2 nd	July (6-12)	12.07.2014(Sunday)	1 day	6 days	B.Sc. Part-II Practical Exam., PG-3rd Sem. Project Exam.
	3 rd	July(13-19)	18.07.15 (Rathajatra & Id-UI Fitre), 19.07.2015(Sunday)	2 day	5 days	Commencement of 1 st year B.A./B.Sc./B.Com classes from 13.07.2015
	4 th	July (20-26)	26.07.2015 (Sunday)	1 day	6 Days	Class for UG and PG
July - August 2015	5 th	July 27- Aug - 02	02.08.2015 (Sunday)	1 days	6 days	31.07.2015 - Last date of change of subjects for 1 st year B.A./B.Sc./ B.Com students. Class for UG and PG
August - 2014	6 th	August (3-09)	09.08.2015 (Sunday)	1 day	6 days	Class for UG & PG (1st & 3rd Sem)
	7 th	August (10-16)	15.08.2015(Independence day) 16.08.2015 (Sunday)	2 days	5 days	Class for UG & PG (1st & 3rd Sem)

	8 th	August (17-23)	23.08.2015 (Sunday)	1 day	6 days	Class for UG & PG (1st & 3rd Sem)
	9 th	August (24-30)	30.08.2015 (Sunday)	1 day	6 days	Class for UG & PG

September - 2015	10 th	August 31- Sept- 06	05.09.2015 (Janmastami), 06.09.2015 (Sunday)	2 day	5 days	Class for UG & PG (1st & 3rd Sem)
	11 th	September (07-13)	13.09.2015 (Sunday)	1 day	6 days	1 st week of September Inter College Cultural Meet. Class for UG & PG
	12 th	September (14-20)	20.09.2014(Sunday)	1 day	6 days	Class for UG & PG
	13 th	September (21-27)	25.09.2015 (Id-Uj-Zuha) 27.09.2015(Sunday)	2 days	5 days	Class for UG & PG
Sept. - Oct. – 2015	14 th	Sept.-28 Oct. -04	29.09.2015(1)University Foundation Day) 02.10.2015 (Gandhiji's Birth Day), 04.10.2015 (Sunday)	3 days	4 days	Class for UG & PG (1st & 3rd Sem)
Oct-15	15 th	October (05-11)	11.10.2015 (Sunday)	1 days	6 days	Class for UG & PG (1st & 3rd Sem)
	16 th	October (12-18)	12.10.2015 (Mahalaya), 18.10.2015 (Sunday)	2 days	5 days	Class for UG & PG (1st & 3rd Sem)
	17 th	October (19-25)	19.10.2015-25.10.2015 (Puja Holidays)	7 days	Nil	Puja Vacation

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of no Class Days	No. of days available for holding Class/Exam.	Remarks
Oct.-Nov-2015	18 th	Oct.26-Nov.01	26.10.2015 – 01.11.2015 (Puja Holidays)	7 day	Nil	Puja Vacation
November 2015	19 th	November (02-08)	Puja Holidays 08.11.2015 (Sunday)	7 days	Nil	Puja vacation
	20 th	November (9-15]	10.11.2015 to 14.11.2015(Kali Puja to Bhatridwitya) 15.11.2015 (Sunday)	6 day	Nil	Puja Vacations
	21 st	November (16-22]	20.11.2015(Jagadhatri Puja), 22.11.2015 (Sunday)	2 day	5 days	Class for UG & PG
	22 nd	November (23-29)	25.11.2015(Sunday)	2 day	5 days	Class for UG & PG UG Part- I Hons Internal Assessment
December 2015	23 rd	Nov-30-Dec-06	06.12.2015(Sunday)	1 day	6 days	Class for UG & PG, UG Part II Hons Internal Assessment
	24 th	December (07-13)	13.12.2015(Sunday)	1 day	6 days	Class for UG & PG, UG Part III Hons Internal Assessment
December 2015	25 th	December (14-20)	20.12.2015(Sunday)	1 day	6 days	Class for UG & PG
	26 th	December (21-27)	24.12.2015(Fateha-duaz-daham), 25-26.12.2015(Winter Recess), 27.12.2015 (Sunday)	4 days	3 days	Class for UG & PG
Dec-2015 Jan- 2016	27 th	Dec- 28-Jan – 03	28.12.2014 to 01.01.2015 (Winter Recess)	5 days	2 day	Class for UG, Study Leave for PG

Month	No. of Week to Academic Session	7 Dates in the Week	Holidays	No. of no Class Days	NO. of days available for holding Class/Exami	Remarks
January 2016	28 th	January (4-10)	10.01.2016 (Sunday)	1 day	6 days	Class for UG & Exam. for PG
	29 th	January (11-17)	12.01.2016 (Swami Vivekanada's Birthday) 15.01.16 (Pous Shankranti)	3 days	4days	Class for UG & Exam. For PG
	30 th	January (18-24)	23.01.2016(Netaji Birth Day) 24.01.2016(Sunday)	2 days	5 days	Class for UG & PG
	31 st	January(25-31)	26.01.2015(Republic Day), 31.01.2016 (Sunday)	2 days	5days	Class for UG & PG, UG Hons Part III Internal Assessment
February 2016	32 nd	February(01-07)	07.02.201 5 (Sunday)	1 day	6 days	Class for UG & PG, UG Gen Part III Internal Assessment
	33 rd	February (08-14)	13-14.02.2016 (Saraswati Puja)	2 day	5 days	Class for UG & PG
	34 th	February(15-21)	21.02.2016 (Sunday)	1 day	6 days	Class for UG & PG

	35 th	February (22-28)	28.02.2016 (Sunday)	1 day	6 days	Class for UG & PG
March 2016	36 th	Feb (29-March 06)	06.03.2016 (Sunday)	1 day	6 days	Class for UG & PG, UG Hons & Gen Part II Internal Assessment
	37 th	March (07-13)	07.03.2016 (Sibaratri) 13.03.2016 (Sunday)	1 day	6 days	Class for UG(1st & 2nd Year) & PG, UG Gen Part I Internal Assessment
	38 th	March (14-20)	14.03.2016 (Sunday)	1 day	6 days	Class for UG(1st & 2nd Year) & PG
	39 th	March (21-27)	(23-24).03.2016 (Doljatra), 25.03.2016 (Good Friday), 26.03.2016 (Easter Saturday), 27.03. 2016 (Sunday)	5 day	1 days	Class for UG(1st & 2nd Year) & PG
March-April – 2016	40 th	March-28 April-03	03.04.2016 (Sunday)	1 day	6 days	V.U. Practical Exam for B.Sc. 3rd Year & Class for PG
April – 2016	41 st	April (04-10)	10.04.2016(Sunday)	1 day	6 days	V.U. Practical Exam for B.Sc. 3rd Year & Class for PG
	42 nd	April (11-17)	14.04.2016(Birth Day of Dr.B.R Ambedkar) 13.04.2016(Chaitra Shankranti) 15.04.201 5(Bangla Naba Barsha)	3 days	4 days	V.U. Practical Exam for B.Sc. 3rd Year & Class for PG
	43 rd	April (18-24)	24.04.2016(Sunday)	1 day	6 days	Practical Class for B.Sc. 2nd Year & Class for PG
April - May- 2016	44 th	April - 25 May- 01	01.05.2016(May Day & Sunday)	1 day	6 day	Class for PG
May-2016	45 th	May(02-08)	08.05.2016(Sunday)	1 day	6 days	Class for PG

	46 th	May(09-15)	09.05.2016(Tagore's Birthday), 15.05.2016(Sunday)	2 days	5 days	Class for PG
	47 th	May(16-22)	Summer recess	7 days	6	UG Exam, Study leave for PG.
	48 th	May(23-29)	Summer recess	7 days	6	UG Exam, Study leave for PG.
May - June-2016	49 th	May-30- June-05	(Summer recess)	7 days	6	UG PG Exam.,Administrative work, academic task, etc.
June-2016	50 th	June (06-12)	(Summer recess)	7 days	6	UG,PG Exam, administrative work, academic task, etc.
	51 st	June(13-19)	(Summer recess)	7 days	6	UG, PG Exam, administrative work, academic task, etc.
	52 nd	June(20-26)	(Summer recess)	7 days	6	UG Exam, Admission of 1 st yr BA/BSC/BCom students
	53 rd	June(27-30)	(Summer recess)	4 days	4	UG Exam, Admission of 1 st yr BA/BSC/BCom students
	Total			129	277	

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 course material with environment/other issues to provide a broader perspective



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	