



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>KHARAGPUR COLLEGE</b>
Name of the head of the Institution		<b>Dr. Bidyut Samanta</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>03222225920</b>
Mobile no.		<b>9474447501</b>
Registered Email		<b>kharagpurcollege@gmail.com</b>
Alternate Email		<b>bidyut_pbc@yahoo.in</b>
Address		<b>KHARAGPUR COLLEGE, POST - INDA</b>
City/Town		<b>Kharagpur</b>
State/UT		<b>West Bengal</b>
Pincode		<b>721305</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Jyotirmoy Pramanik
Phone no/Alternate Phone no.	03222225920
Mobile no.	9474000477
Registered Email	jotir_moy@yahoo.com
Alternate Email	kciqac2018@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://kharagpurcollege.ac.in/KC_AQAR_2016-17.pdf">http://kharagpurcollege.ac.in/KC_AQAR_2016-17.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/Academic-Calendar-2017-18.pdf">https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/Academic-Calendar-2017-18.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.76	2016	02-Dec-2016	01-Dec-2021

### 6. Date of Establishment of IQAC

27-Sep-2007

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Value Education on the Ideas of Swami Vivekanada	24-Aug-2017 01	150

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Kharagpur College	Development Grant	State Govt.	2017 365	10000000
Dr. Jyotirmoy Pramanik, Dept of Physics, Kharagpur College	Research Project	Board of Research in Nuclear Sciences	2016 1095	3140500

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

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**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Introduced a new course Bachelor in Computer Application (BCA) and existing B.Sc. Honours courses implemented under CBCS syllabus from this academic session i.e. 201718. 2. Approval received from affiliating University i.e .Vidyasagar University that post graduate courses in English and History to be started from the session 201819. 3. Received Rupees One Crore from the Higher Education Department, Govt of West Bengal in response to our appeal to our Hon'ble Chief Minister. We have started construction of a new building within our campus out of this fund. 4. Recommended for development of infrastructure like classroom, books, staffroom and furniture for the newly opened Post Graduate course in English, History from the academic session 201819. 5. Recommended to purchase books, equipment etc. for all Science departments, as new syllabus under CBCS have been introduced from the session 201718. 6. Prepared a detailed proposal for claiming fund under RUSA 2.0 of amount Rs. Two crores only, for new creation of new facilities, renovation of existing facilities and procurements of new equipment 7. Distributed of Tata Metaliks Scholarships for the year 2017 to the

rank holders of BA/BSC/BCOM Hons. student of the college. 8. Introduced Mentor Mentee programme for the students of our college. 9. All the students of the college have been registered under NAD (National Academic Depository). This is a mission of the Union Government and UGC for Digital India vision of the Hon'ble Prime Minister. In future students can download their Admit, Mark sheet Certificate etc. from the website of NAD and verification of academic qualification for employments of the students from the college will no longer be required. Employer can verify their qualification directly from the website of NAD. 10. We have also started initiative for providing Mobile App to all the students with the help of IMade (Innovation of Mobile Application and Development Ecosystem) of DOT, Govt. of India. This is another mission of India Government for Digital India.

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

Plan of Action	Achivements/Outcomes
Curriculum Aspect	1. The 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. Unit Test, online admission process etc are followed throughout the session
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body, Kharagpur College	06-Nov-2018

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

30-Sep-2017

<p><b>17. Does the Institution have Management Information System ?</b></p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Admission in UG and PG courses are done through online. Immediately after the publication of 12th level results, the details of UG admission process incorporating the dates of online application and submission of application form, eligibility criteria, intake capacity, admission rules, date of publication of merit list, dates of admission, dates of counselling and other information related to admission are made available in the website of the college. The same is also displayed in the notice boards and notice books of the college. The same process also done after the publication UG level results for admission into PG courses in our college. Students are admitted strictly on the basis of the merit. The merit list is prepared following the guidelines of Vidyasagar University, reservation policy of the government, and the recommendations of the admission committee. The admission committee of the college consists of the Principal, all Heads of the departments, Secretary of the Teachers' council and representatives from students and nonteaching staff members. Complying with the reservation policy a category wise merit list is uploaded in the college website and displayed in the college notice board as well. Selection of candidates is done respectively in merit panel by through online mode. Selected candidates after counselling get admission through online. Admissions in reserved categories are maintained as per Govt. rules. Separate lists and Merit Panels for all categories with intake capacity are prepared and walled up as well as uploaded online for communicating admission procedures of the college to all stake holders. Admission fees also paid through online. At the 1st day of their college, all the submitted documents for the admission are verified by the departmental teachers and one set of hard copy of documents taken from the students for office records and upcoming registration. Data required by the University regarding admission and other types of AAA are</p>

duly sent to the University. All relevant information regarding college, notices and announcements are uploaded on the website. Important notices, instructions directives from State Govt., UGC and MHRD etc. are downloaded and duly communicated to the competent stakeholders. All fees are paid by the students and printed chalans are provided to them. Staff salary notification from Banks is done online. All types of MIS transactions from the college to the Banks are done online. All tenders related to various works of the College are notified as well as sanctioned online by the college. Regular exercise of e-tendering is followed through Govt. Portal. Ledger records are maintained electronically through Admission Software. Most of the stakeholders of the college are communicated with the college management through MIS system.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

The curriculum of the UG and PG syllabi is designed by the affiliating University i.e. Vidyasagar University. But to effectively implement the curriculum, the teachers and management devise an action plan in the beginning of the session through different academic sub-committees. The draft syllabi of all the subjects taught at UG and PG levels are supplied to the affiliated colleges and PG departments for consideration. Later on, workshops are arranged at the University level and our teacher-colleagues participate in such workshops to finalize the syllabi by recommending necessary changes/modifications in the draft syllabi. Once the syllabi are finalized and circulated to the UG and PG departments of the colleges, the departments distribute the syllabus content among the teaching staff of the departments in a well-balanced manner depending upon experience, availability, paper specialization of the teaching staff of the respective departments. The different academic sub-committees prepare an academic plan for the ensuing session, keeping in mind the academic calendar issued by the parent University and the college. Teaching departments are advised to prepare lesson plans in accordance with the syllabus. The plan includes not only the syllabus to be covered but also the time for holding internal assessments, seminars and remedial classes for the needy students. At the beginning of each academic session, syllabi are distributed among the teachers of the departments. A well-balanced class-routine is prepared with adequate thrust on Hons. / Core papers. Besides traditional lectures and seminars, facilities of ICT-based classroom teaching is provided by various departments of the college. To complete the syllabi in time, UGC-guidelines regarding workload is strictly followed. Moreover, additional classes for individual teachers are allotted in the routine only with the sole intention to complete the syllabi in time. Audio-

visual aids, LCD projectors for making power point presentations, are available at the college to make the teaching-learning process more attractive and interesting to the students. To make the syllabi a little more grabbing to the learners, field tours / field projects are included into the syllabi of a good number of subjects like Bengali, Geography, Zoology and Botany. Some departments, in spite of the fact that, field projects are not a part of their syllabi, often undertake such programmes like educational excursions to make their studies enjoyable to them quite in a different way. Internal Assessment is taken timely and properly to evaluate the progress of the syllabi among the students. Seminars on topics related to the syllabi are organized which include resource persons from various higher education institutions to explain with clarity the portions of the syllabi appearing obscured to the learners. Interactive sessions of such seminars or workshops come to immense help to the learners to make the process of knowledge-capture very enjoyable.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	02/07/2017	0	NIL	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCA	Computer Applications with Honours	17/07/2017
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Botany Honours	17/07/2017
BSc	Chemistry Honours	17/07/2017
BSc	Economics Honours	17/07/2017
BSc	Geography Honours	17/07/2017
BSc	Mathematics Honours	17/07/2017
BSc	Physics Honours	17/07/2017
BCA	Computer Application Honours	17/07/2017

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Environmental Studies	17/07/2017	419
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bengali (Hons)	91
BSc	Geography (Hons)	30
BSc	Zoology (Hons)	35
BSc	Botany (Hons)	18
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>Every year IQAC and the authority of the college instruct all the departments to collect feedback from the students and their parents as well. Printed feedback forms are supplied by IQAC to the departments as and when they intend to collect those from IQAC. Normally, feedback is taken from the final semester Honours students of the college. After collecting the feedback forms respective HOD's submit the feedback forms in sealed packet to the Principal. The feedback forms from all departments are opened by a central committee constituted by the Principal, and the committee prepares a report of individual teachers and on the institution as a whole. They collate, analyze and tabulate the reports and send to the Principal. He then arranges meeting with individual academic departments to discuss the weak points (if any) and the strong sides of the teacher concerned and the department as a whole, as noted by the students. Necessary suggestions are provided to overcome the shortcomings along with words of appreciation for the positive efforts. The suggestions for betterment of the department or the college are studied and analyzed properly. All the departments organized parent -teachers meeting in the college once in a semester. The major suggestions are communicated to the college authority to take necessary steps for improvement of the conditions of the departments as suggested by the students and /or parents. The college authority also motivates the staff members (teachers and non-teaching staff) to improve the areas wherever such progression is found necessary.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Bengali	60	170	58
BSc	Physics (Hons)	77	443	68



BCA	BCA	50	164	44
BA	Bengali (Hons)	133	688	128
BA	English (Hons)	103	715	103
BA	Sanskrit (Hons)	94	215	47
BA	Hindi (Hons)	94	106	68
BA	Geography (Hons)	61	275	45
BA	History (Hons)	110	310	103
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	3182	112	83	7	83

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
103	60	4	3	1	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Year/Semester wise mentoring and counselling of each Hons student is done as per NAAC guidelines. First year/semester Hons students are equally divided among the permanent teachers (named as mentor) of the department for mentoring the students on academic advice, library consultation, community development, personal, psycho-social support and guidance services on professional counseling. Once a student is assigned a mentor he/she will be under the guidance of this teacher throughout his/her study in the college. For this purpose a register is maintained by the department for records. Apart from the routinized classes of the college, the teachers of each department are always available in the department. As and when the students feel any need to solve out their academic problems, they can easily approach their departmental teachers quite at ease. The teachers also extend personal help to their students in the college. Besides that, most of the Dept. organize Meet-The-Students programme in which not only the students' suggestions are sought for, they are assisted and consulted adequately in solving out their personal as well as academic problems. In consequence the students, i.e. the mentees get active support and guidance from the teachers-cum-mentors to go forward with their courses of studies.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3294	83	1 : 40

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	58	8	0	18

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Sanjay Paswan	Assistant Professor	PhD from Visva Bharati University
2017	Anupam Roy	Assistant Professor	MBA, Sikkim Manipal University
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	BNGPG	2017	09/06/2017	25/07/2017
BA	Honours	Part -III, 2018	04/04/2018	30/05/2018
BSc	Honours	Part - III, 2018	04/04/2018	30/05/2018
BCom	Honours	Part- III, 2018	04/04/2018	30/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous Internal Evaluation (CIE) prevails upon at the college as per directives of Vidyasagar University. Each department of the college generally holds two Internal Assessments for each paper under Hons. course and one internal assessment for each paper under general courses of study. The students are always encouraged to take the internal assessment seriously, since marks scored in such assessment are added to their final result cards issued by the university. Besides, departments of science stream undertake project works among their students. Such project works prepare the students to a large extent for their final University Exam. Moreover, such works signify the progressive level of academic upliftment of a student in his/her preparation for final annual / year end examination. Field-tours / field-surveys / field-projects are undertaken by some departments including the Dept. of Bengal, Geography, Zoology and Botany of the college every year which also promote to some extent the prospect of scoring good results in the forthcoming examinations. Printed magazines and wall-magazines are published by different departments with articles from their students and teachers as well.

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

Since the college is an affiliated one under Vidyasagar University, it generally follows the academic calendar prepared and printed by the university every semester. The academic calendar is also distributed among all teaching

non-teaching staff of the college. The academic calendar contains the yearly schedule of the college ranging from the date commencement of classes, dates form fill up and submission of students registration forms to Vidyasagar University by the college, list of holidays (national level holidays, state level holidays, local holidays), date schedule of the college internal assessments and tentative dates of University examinations. and other forms of evaluation such as evaluation through performance in Departmental seminar presentation etc. The tentative dates of publication of college results are also mentioned in the academic calendar. The tentative dates of activities of NSS, NCC, career counselling and Placement Cell, schedule of other activities such as Parent-teacher meeting, College social and other cultural programmes, College sports etc are prepared separately by the respective cell and departments. Individual departments also prepare the exam schedule of internal assessments twice for each paper a year under Hons. course. The Teachers' Council of the college prepares it once a year for each paper under General Course. Year-end / Final Examination is held as per University Academic Calendar. Besides. to promote quality enhancement among the students, when seminars / workshops / special lectures are held in different departments, such schedules are duly prepared and notified much ahead to all the stakeholders of such programs.

## 2.6 – Student Performance and Learning Outcomes

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

<https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/Programme-Outcomes-KGP.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MTMH	BSc	Mathematics (H)	64	62	96.88
ACNH	BCom	Accountancy (H)	135	132	97.78
BNGPG	MA	Bengali	45	45	100
CEMH	BSc	Chemistry(H)	33	32	96.97
PHSH	BSc	Physics (H)	36	35	97.22
HISH	BA	History (H)	41	40	97.56
SANH	BA	Sanskrit (H)	38	36	94.74
HINH	BA	Hindi (H)	14	14	100
ENGH	BA	English (H)	67	66	98.51
BNGH	BA	Bengali (Hons)	94	93	98.94

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## 2.7 – Student Satisfaction Survey

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

Not done

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	BRNS, DAE, Govt of India	3140500	323864

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#### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Scholarship Distribution Programme to the rankers of B.A./B.Sc./B.Com students of Kharagpur College	Tata Metaliks, Kharagpur	03/05/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Gurukul Pratibha Sanmman	Dr. Jagamohan Acharya	Gurukul Vaidik Ashram, Vedvyas, Rourkela, Odisha	11/02/2018	General

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	02/07/2017

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#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sanskrit	7	3.5
National	Political Science	4	4.0
National	Bengali	2	4.5

National	Philosophy	2	3.0
International	Economics	3	5.0
International	Commerce	2	4.5
International	Chemistry	1	4.5
National	Physics	1	2.5
<a href="#">View File</a>			

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

Department	Number of Publication
Sanskrit	2
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Sriaravind ah : tasya parichayah krtayasca, Ritaayani	Dr. Jagamohan Acharya	A Refereed Research journal of Sanskrit Page 09-25	2017	0	Kharagpur College	0
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Sriaravind ah : tasya parichayah krtayasca, Ritaayani	Dr. Jagamohan Acharya	A Refereed Research journal of Sanskrit Page 09-25	2017	0	0	Kharagpur College
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	5	2	5
Presented papers	10	13	2	1
Resource persons	0	5	2	4
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NCC NSS	10	38
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Spot Photography	19th Vidyasagar University Inter- Collegiate Cultural Competition 2017	Vidyasagar University	50
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Observed World AIDS Day	NSS	Observed World AIDS Day	2	100
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**3.5 – Collaborations**

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

Nature of activity	Participant	Source of financial support	Duration
Major Research	Dr. Jyotirmoy Pramanik, Department of Physics	BRNS, DAE Funded Project	07
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Experimental Study of nonlinear waves and stable dust structures in moderately coupled	Institute for Plasma Research, Gandhinagar	01/07/2017	30/06/2018	Dr. Jyotirmoy Pramanik

dusty  
plasma.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Crown Cricket Academy	03/02/2017	Provide high quality cricket coaching by an panel of coaches free of cost to the Kharagpur College students and around the municipal limits of Kharagpur College	60

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1052190	152190

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Newly Added

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### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33737	763941	311	64022	34048	827963
e-Books	0	0	8997	5990	8997	5990
e-Journals	0	0	2750	5990	2750	5990
Digital Database	17684	323101	0	0	17684	323101

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	02/07/2018
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	91	4	11	14	1	1	20	10	4
Added	30	2	10	2	0	1	1	0	1
Total	121	6	21	16	1	2	21	10	5

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	<a href="#">0</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
30.56	30.56	10.52	10.52

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

Procedure and policies for maintaining and utilizing physical, academic and support facilities are followed as per decision of various sub committees formed by the Governing Body of the college e.g. Purchase Sub-committee, Academic Sub-Committee, Building Sub-Committee(UGC, West Bengal Govt other assistance), Establishment and Campus Development Sub-Committee, Library Sub-Committee etc. and that is done prior or post approval of the Finance Sub-Committee and finally approved by the Governing Body of the College. Tender rules of Govt of West Bengal are followed. These Sub- Committees are formed by the Representatives from Teachers, Non- Teachings and Students' Union. The College is limited in financial resources. No engineering department is maintained for construction of physical facilities. However, engineering consultation is sought on case to case basis. Building Sub-Committee consisting of teaching and nonteaching staff of the college, nominee from the state



government (Govt. of West Bengal) and Assistant engineer, Paschim Medinipore Zila Parisad, prepares proposal for new creation of physical facilities and renovation of existing facilities and also looks after the upkeep and maintenance of existing infrastructure. For minor repair and maintenance of building and allied infrastructure the Principal takes decision in conversation with the internal members of the Building Committee. There is also a Purchase Committee to supervise the purchase of materials for the same. For technology related items (like computers, scanners, smart class room, ICT enabled class rooms and other electronic items) the concerned department looks after the issue in its first place and if it feels the necessity to call professional service providers and repairers from outside it decides so through committee meetings. For laboratory related items, the responsibility of maintaining and utilizing is entrusted upon the concerned department in general and the Head of the Department in particular. If the department feels the necessity to avail of the services of outside professional/expert then it passes resolution to this effect and placed the resolution for consideration of the Principal. Once, it gets the positive nod from the Office of the Principal it avails the professional services in respect of the departmental laboratory gadgets.

**Academic Facilities:** Academic Committee comprising of all Heads of Departments is entrusted with the maintenance of academic facilities like preparation and timely upgradation of class routine, supervising the class holdings as per the routine, supervising the arrangements made by the departments in respect of holding remedial and special/tutorial classes and keeping the academic environment of the College smart and glitches free. The Library Subcommittee is responsible for maintenance and upgradation of library facilities in consultation with the academic sub-committee.

<https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/Administrative-Sub-Committee-15022020-approved.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Concession in tuition fees	360	155870
Financial Support from Other Sources			
a) National	Kanyashree Prakalpa, Merit cum Means, SC/ST/OBC/Minority, Tata Metaliks, DST Inspire	1142	7704250
b) International	NIL	0	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bratachari	08/01/2018	80	Bratachari Kendriya Nayak Mandali

No file uploaded.

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Training Program conducted by Tata Consultancy Service (TCS)	0	100	0	50
2018	Entrepreneurship Development programme	0	50	0	20
<a href="#">View File</a>					

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

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

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS	100	50	RASHMI, CONCENTRIX	75	20
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	93	PHSH, CEMH, M TMH, ZOOH, BOT H, ECOH, GEOH	Physics, Chemistry, Mathematics, Zoology, Botany, Economics, Geography	HRI, Vidyasagar University, Visva Bharati, Midnapur College, Panskura Banamali College, Contai	M.Sc., B.Ed.

				College, Bankura University, Burdwan University, Jharagram Raj College, Mohanpur B.Ed. College, Anindita College for teachers Education	
2018	99	BNGH, ENGH, SA NH, HINH, PLSH , PHIH, HISH	Bengali, Eng lish, Sanskri t, Hindi, Political Science, Philosophy, History	Vidyasagr University, Midnapur College, Kharagpur College, Ravenshah College, Midnapur b.Ed. College, Banipur B.Ed. College, Jhargram Raj College, Burdwan University, Raja N.L.Khan College	M.A.; B.Ed.
2018	17	ACNH	Commerce (H)	Vidyasagar University, University of Calcutta, Burdwan University	M.COM., MBA
No file uploaded.					

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

Items	Number of students selected/ qualifying
Any Other	10
No file uploaded.	

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

Activity	Level	Number of Participants
Sports and Games	National	5
Sports and Games	University	25
Cultural	National	2

Cultural	University	32
No file uploaded.		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Vidyasagar University Inter-College tournament, 2018	National	6	3	0	Agamoni Maity
<a href="#">View File</a>						

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

The students' Council exists in our college in the name of the Students' Union which is a very strong organ of the college administration. The General Secretary (G.S.) of the Students' Union is a member of the Governing Body of the College which is the Highest decision and policy making body of the college administration. The opinions and the suggestion of the G.S. in the GB meetings are taken care of. The Students' Union also acts as the liaison among the Principal, faculties and the students of the college. The students' grievances are properly communicated to the college administration through the Students' Union. Apart from the academic and the cultural programmes of the college, the Students' Union organizes different programmes every year. The Students' Union of our college organizes Freshers' Welcome Ceremony and Raksha Bandhan every year in the college with every pomp and grandeur in the month of August / September. The members also observe Teachers' Day on 5th Sept. every year by paying tributes to their teachers. They also organize Annual Sports of the College every year in the month of Dec. / January with assistance from the Dept. of Physical Education of the college. They have also active role in the organization of Intra college cultural competition in several events and also celebration of college foundation day on 29 th August of every year. They also come forward with all kinds of assistance to the students of the college in the process of their admission into the college and during their filling up forms for registration to as well as examinations of the University. During exigencies like flood, storm, spread of diseases like dengue / malaria in the locality, they voluntarily come forward to stand beside the affected people. During normal activities and special camp of N.S.S. Units of the college, the members of the Students' Union extend their helping hands quite gladly and enthusiastically.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Kharagpur College Alumni Association has reformed its executive body on 02/10/2016. This association is registered (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 a few steps for keeping the campus clean. Department of Physics of this institution has formed an

Alumni Association in 2007. It organizes its reunion programme biannually in the college campus. This association has received its registration number (7375/2016) on 25/10/2016 under The Provisions of Indian Trust Act, 1882. As a reflection of its determination to play active role as an educational and charitable trust it has been organizing different programmes that are not only beneficial for the students of the college but also for the greater part of the society. The members of the association organize blood donation camps and seminars by eminent faculties of Physics during alumni meet. They also discussed about the current affairs and opportunities for the Physics students in the current global scenario.

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 02 Activities:02: (1) organasied blood donation camp in collaboration with NSS unit of our college on the occassion of college foundation day i.e. 29.08.2017. (2) Organised a seminar on Recent trends in student politics in the prevailing Political Setup in INDIA: Problems Prospects in collaboration with Department of Political Science, Kharagpur College.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The Governing Body, constituted by the Principal (as the Secretary Ex Officio member), two nominated persons each from the Government of West Bengal and Vidyasagar University, three representatives from Teaching one from Non-Teaching fraternity and General Secretary of the Students Union, governs the management of the college in compliance with the opinion of the majority of the members. All major decisions regarding on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub committees of the college namely, Finance sub-committee, Academic sub-committee, Purchase sub-committee, Establishment Campus development Sub-committee etc. In addition to those mentioned above, different sub committees are formed under the supervision of Teachers' Council of the college comprising representatives of the teachers for smooth conduction of important academic activities of the college. The secretary of the Teachers' Council through these committees maintains effective coordination between the teaching community and the administration of the college. The management has ensured full autonomy to all the departments with regard to extra academic activities like, deciding curriculum, modification in evaluation system, seminars (both national and international levels), extension lectures, special lectures or academic tours. This practice of decentralization has resulted in participative management for the faculty members cutting across all the departments wherein, the onus of suggesting, planning or successfully organizing such activities lie with the faculty of the various departments of the institution. In general, the college administration holds regular meetings of different academic administrative bodies where teachers, supporting staff members and students participate. Based on the deliberations on different issues, the college finally reaches the decision. Case Study: • During the academic year 2017-18, the institution

decided that all the department should organize academic seminars. This was a mega event. • Departments were encouraged to organize state level, national level or international level seminars to commemorate the event. While funds for organizing the seminars was provided by the institution, the theme of the seminars, the nature (national or international) of the seminars, selection of resource persons and responsibility of organizing the entire event was given to the departments concerned. • The students' representatives along with active support of the teachers and college authority, organized different cocurricular events to mark the celebration. • While budgeting was done by the accounts department, all departmental committees were given due responsibilities to abide by the financial rules and regulations as prevailed in the institution and the target was made clear that the entire funding by the government should be spent with all accuracies and utilization should be sent in time.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>The admission procedure has been conducted through online mode mostly with the help of very user-friendly software. ? The admission procedures follow the strictest principles of transparency. Admission of students to various UG and PG courses has been made purely on the basis of merit and the result of the written admission test in case of PG course. ? Rules and Regulations for admission as laid down by the affiliating University and State Government (such as category wise reservation, intake capacity, admission fees etc.) have strictly been followed by the College. ? Notification for admission to various Courses has been made through the college website as well as through advertisement in different News-papers. ? Short listed students are called for counseling through website notification and SMS services. ? Prospectus containing various details of information regarding admission and faculty members, fee structure, scholarship etc. is provided to the students at the time of admission.</p>
Industry Interaction / Collaboration	<p>? Carrier counseling cell of the college has arranged training programme of 100 passed out students in our college for 100-120 hours sponsored by TCS. After 20 days training TCS is supposed to select 50 students for employment. The process is now on. ? Webcon, a State Government Company</p>

organized a FDP in our college from 7th Sep to 20th Sept in the last year. This year they will organize EDP (Entrepreneurship Development programme) sponsored by DST, Govt. of India for 30 students from science stream.

**Human Resource Management**

? Teaching and Non-teaching Staffs members engage themselves in different developmental activities as per their competency in the respective fields. ? Students' involvement in academic, cultural and sports activities are worth mentioning. ? The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. ? Ragging free campus has been developed. ? The college is instilling fundamental values among young generation students through involvement in NSS. ? In order to create a congenial working environment in the college, administration advocates a sense of regularity, punctuality, discipline, high moral values and cooperation.

**Library, ICT and Physical Infrastructure / Instrumentation**

311 new books have been purchased and the number of books now is 34219. ? Central Library provides reading room and lending services to our members. ? Searching e-resources through N-LIST programme of INFLIBNET has been installed. ? Computerization of the Library Stock has started using KOHA software. ? The library uses various ICT tools like photocopier, scanner, and printer etc. to help the students. ? The college has a library sub-committee for monitoring the activities of the library. ? Instrument purchased for modernization and up- gradation of laboratories.

**Research and Development**

In order to promote research activities in the college along with the normal class teaching, college has constituted a Research Advisory committee (RAC). ? The college creates an academic environment that ignites and fosters students' interest in scientific temper and research culture ? Motivates faculty members for research publications in peer reviewed journals with high impact factor. ? Various departments of the college have organized departmental seminar/invited lectures to inculcate the research



motivation and culture among the staff and students. ? Space and necessary infrastructural support are provided for research work. ? Faculty members presents their research work in various national or International level seminar, /workshop/conference organized by the different institution.

#### Examination and Evaluation

Entire process of Examination and evaluation of UG courses is guided by the affiliating university. To find out progress of a student, internal assessment exams are arranged by the department periodically. Generally, as per University regulation, a student has to appear for two internal assessment exams in Honours subject and one internal assessment exam in General/Pass subject in an academic session. Evaluation of internal assessment scripts are generally done by the departmental teachers. After the examinations, the obtained number are converted into 10 point scale and are sent to University for adding up this number with final marks obtained in the university exams. Those students who are weak in subjects are provided with remedial coaching and extra classes. Students are delivered seminar presentation on a suitable topic from their syllabus time to time. ? For evaluation in PG Courses the University has given partial autonomy to the college from session 2015-2016 and the College Board of Studies looks after the evaluation process. College Board of studies consists of three internal members and two university nominees as per the guidelines of the university. ? 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. ? Scope for review of results is available as per the university guide line.

#### Teaching and Learning

ICT enabled teaching and learning is encouraged. Apart from procuring three LCD projectors one smart classroom has been established for this purpose. ? Teaching plans and methodologies are maintained and audited internally. ? Topics and assignments for teaching are



allotted as per specialization of teachers. ? Feedback is taken from the second year and final year student and analyzed properly as far as possible. ? Innovative practices in teaching, seminars, are encouraged. ? Task based learning and problem-based learning are some of the techniques that have been introduced. ? Results of examinations at different stages are analyzed and steps are taken for further improvement.

Curriculum Development

1.The College has little scope of framing curriculum as it is done by Vidyasagar University to which it is affiliated. 2. Teachers are encouraged to attend workshops, seminars etc. regularly in order to keep themselves abreast with the upcoming issues and ideas as well as modern dimension of knowledge in the relevant field. 3. Senior Faculty members are included on various Academic Bodies like Board of Studies and actively involved in framing the syllabus. 3. In a meeting with the principals of all colleges the affiliating university has decided to introduce CBCS pattern for Honours course in all science subjects from the current academic session i.e., 2017-18 session and for all other courses from the session 2018-19.

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

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> <li>• Fully computerized office and accounts</li> <li>• Online admission process for first semester UG PG Students along with online payment facility, also for 2nd Year 3rd Year students.</li> <li>• SMS gateway to send important notifications to different stakeholders of the college.</li> <li>• Upgradation of the college website with special importance to MIS.</li> <li>• Communication of important information to general public through website and conventional notices.</li> <li>• Regular exercise of e-tendering through Govt. Portal.</li> </ul>
<p>Administration</p>	<ul style="list-style-type: none"> <li>• Notice display system for students and other stakeholder through College Website.</li> <li>• Regular exercises of e-tendering process through Govt. portal.</li> <li>• Regular exercises of PFMS portal to upload expenditure related to Govt. fund.</li> <li>• Submission of retirement related documents through e-pension</li> </ul>

	portal.
Finance and Accounts	<ul style="list-style-type: none"> <li>Fully computerized office and accounts section.</li> <li>Maintenance the college accounts through Smart College Software.</li> <li>Reception of salary fund from Govt. through HRMS portal.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>The admission procedure has been conducted through online mode mostly with the help of very user-friendly software.</li> <li>Short listed students are called for counseling through website notification and SMS services.</li> <li>Fully computerized office and accounts with online payment facility.</li> </ul>
Examination	None

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr. Jyotirmoy Pramanik	32nd National Symposium on Plasma Science Technology (PLASMA 2017) at Institute for Plasma Research, Gandhinagar, Nov, 2017	Plasma Science Society of India	21867
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Faculty development programme on entrepreneurship development of students	Processing the module of e-pension	07/09/2017	20/09/2017	15	2
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	15	07/09/2017	20/09/2017	14
Refresher Courses	2	05/01/2018	25/01/2018	21
Refresher Course	1	01/12/2017	21/12/2017	21
No file uploaded.				

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

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

6.3.5 – Welfare schemes for

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

**6.4 – Financial Management and Resource Mobilization**

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

<p>There is a financial Sub-Committee which monitors the appropriate use of available finances. One member from the Teaching Staff is appointed as Bursar of the College for 2 (two) years to look after the financial aspects of the College on behalf of the Principal. The decision of the Finance Sub-Committee, Purchase Sub-Committee and Bursar is approved by the Governing Body. Yearly audit of the College finances is made on a regular basis and college accounts are jointly operated by the Principal, as Secretary and the President of the Governing Body. The financial audit of our college for the financial year 2017-18 was conducted by Vijay Sethia CO, Chartered Accountant, Howrah - 711101, an authorized auditor of Government of West Bengal.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

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

6.4.3 – Total corpus fund generated

1038208
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	Governing Body, Kharagpur College

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

- The Parents-Teachers Association conducts 02 meeting between the parents with the teachers every year by each department to monitor 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 Kanyashree Prakalpa, 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 into account.

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

- The support staff are allowed to attend any training programme organized by the college or other institute for augmenting their performance. This year training programme for implementing the newly introduced online admission software was organised for the support staff.
- A few support staff of the college were trained with elementary and advanced Tally utilizing CPE fund for increasing their computer proficiency.
- Computer Training of the office staff so that they are able to handle the online admission and registration of students.
- Support staff of Accounts department was trained by the college to be proficient with e-Pradan and HRMS systems of West Bengal and PFMS of the Government of India.

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

1. Introduced Bachelor of Computer Application Course from this session 2017-18.
2. IQAC of our college has taken initiative to introduce Mentor-Mentee programme for the students of our college.
2. Kharagpur College received Rupees One Crore from the Higher Education Department, Govt of West Bengal in response to our appeal to our Hon'ble Chief Minister. We have started construction of a new building within our campus out of this fund in which new PG departmental classes will take place.
3. Kharagpur College has been selected to receive an amount of Rupees Two Crores under Component 9 of RUSA 2.0 infrastructural grant by the Rastriya Uchhatara Siksha Avijan (RUSA) for new construction, renovation and procurement of equipment, books, computer and printers during the next financial year 2018-19.

### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No

d)NBA or any other quality audit

No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Value Education on the Ideas of Swami Vivekanada	24/08/2017	24/08/2017	24/08/2017	200
2017	Legal rights and privileges of Women and Women Self-Defence	09/09/2017	09/09/2017	09/09/2017	175
2017	Bartaman Samay Me Hindi Ke Samaksha Chunotiyo and Hindi Computing abang Anubad ke Sahayak Upakram	15/09/2017	15/09/2017	15/09/2017	75
2017	GST Student Employability	23/11/2017	23/11/2017	23/11/2017	175
2017	Personality development: To be a successful student responsible citizen	16/12/2017	16/12/2017	16/12/2017	110
2017	Organic Chemistry: Impact Applications	18/12/2017	18/12/2017	18/12/2017	75
2018	KAVYA PARIBHASA	18/01/2018	18/01/2018	18/01/2018	80
2018	Recent trends in student politics in the prevailing Political Setup in INDIA: Problems Prospects	08/02/2018	08/02/2018	08/02/2018	110

2018	Jivansrimiti O Rabindranath	08/03/2018	08/03/2018	08/03/2018	150
2017	• Two days District level Youth Parliament C ompetition-2 017	13/09/2017	13/09/2017	14/09/2017	95

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Legal rights and privileges of Women and Women Self-Defence	09/09/2017	09/09/2017	80	30

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

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

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.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	2	10/07/2017	365	Swiming	Training of swimming	170
2017	1	2	12/07/2017	365	Crown Cricket	Training of	60

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Student Induction Programme	17/07/2017	<p>Following points are highlighted before 1st semester students on the 1st day of the academic session.</p> <ol style="list-style-type: none"> <li>Those who will remain absent totally within first twenty days from the date of starting their classes, will not be allowed to continue their enrolment.</li> <li>Concerned Departments have the freedom to take disciplinary measures for keeping healthy Academic Environment.</li> <li>Concerned Departments motivate their students to avail the Library Facilities. They will also encourage the students to participate in the extracurricular activities ( specially in the programmes which are conducted by the college authority ).</li> <li>They are make aware about the activities of different cells, name of the convenors of each cell and their contact details. <ol style="list-style-type: none"> <li>Career Counseling Cell Convenor, Dr Mahadev Mukherjee</li> <li>Grievance Redressal Cell Convenor, Prof. Debasis Aich</li> <li>Women Cell, Convenor, Prof Udita Bhattacharya</li> <li>Anti-ragging cell, Convenor, Prof Shukla Saha Mondal.</li> <li>Overall attendance in classes must be 75 for all the students to appear in the Internal and University examinations.</li> <li>A guardian meet with the authority and teachers will be held in the week</li> </ol> </li> </ol>

preceding to the Puja holidays to discuss the overall performance of their ward. 7. There should healthy student teacher relationship to maintain the goodwill of the college and department and to build bright future as well.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Gandhiji's Birthday	02/10/2017	02/10/2017	55
Celebration of Republic Day	26/01/2018	26/01/2018	60
Celebration Birthday of Swami Vivekananda	12/01/2018	12/01/2018	45
Celebration Rabindra Jayanti	08/05/2018	08/05/2018	60
Celebration of Independence Day	15/08/2017	15/08/2017	60
Celebration of College Foundation Day	29/08/2017	29/08/2017	360
Blood Donation Camp	29/08/2017	29/08/2017	55
World AIDS Day	01/12/2017	01/12/2017	80
SWACHHA BHARAT AVIYAN	30/10/2017	30/10/2017	100

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Initiatives have been made to 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.
- 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

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

- 1) Title of the Practice: Online Admission Online payments. 2) The Context: To make the admission process transparent and hassle-free. 3) The Objectives: To maintain transparency in admission process and to provide academic opportunities to all qualified aspirants, the college has introduced Online



Merit based admission procedure where the students and their guardians are able to know the admission related information like eligibility, schedule, fee structures, intake capacity, University regulations etc., the merit list, merit position through college webpage. They are also alerted about their counselling and admission dates etc. through SMS services. Moreover, after completion of admission in the college all formalities i.e. registration to the affiliated university is completed through online. Online payment system is introduced through SBI collect to make transaction cashless and hassle-free. This process also makes accounting very easy and errorless. SBI collect.

4) The Practice: In order to remove the problems and difficulties of offline admission, the college has started online admission for the UG and PG courses from 2015-16 session. This year a new software for online admission is installed to make changes in the procedure of application, counselling, and payment system. Accordingly, a separate webpage was modified for smooth running of the admission process. A separate committee was also formed to manoeuvre the said program. Tie up was made with SBI.

5). Evidence of Success: Students who applied online, were fully satisfied with the system due to less hazards and saving of times. Complaints and grievances were minimized. Campus was not crowded although we received more than six thousand application. Students came to campus only after getting admission. So campus was peaceful during admission process

6) Problems Encountered: The students from remote areas have least scope for internet facilities. Accordingly, some prospective students lost the opportunities of having the admission in our college.

7) Resource Required: More fund is required to maintain own server for eliminating occasional server and internet related problems. Skilled man power and dedicated computers and faster broadband with good bandwidth are also required for uploading and downloading admission data.

B. The Best Practices II

1) To impart training of swimming to the college students and boys' and girls' of the locality or the surrounding area.

2) The Context: The college maintains an objective to augment overall physical fitness of the residents of Kharagpur.

3) The Objectives: Swimming is a means of physical and mental development. The engagement in swimming practice makes the participants fitter and also reduces the burden of morbidity and mortality in the local population making them more dynamic. Needless to say, this project has been accomplished with the help of financial grant of UGC.

4) The Practice: Around 200 people were trained in three shifts during the session 2017-18. There is a committee in the college who keep vigilance constantly on this system. Besides two male and one female trainers and two non-teaching staff are appointed for the smooth operation of the activities related with the swimming pool.

5) Evidence of Success: Massive enthusiasm is observed among the contestant in the local level swimming competition conducted by Kharagpur College on 29/08/2018. Thus further interest is generated in our college for further planning in future. At present, there is clear evidence of an increasing trend of the member force of different ages.

6) Problems Encountered: Huge number of students become interested to learn swimming in the summer. During this time it becomes almost impossible to accommodate all the students. There is also massive financial burden to run the system involved in the swimming pool. The college faces financial paucity in this context. Besides, the drainage system in the Kharagpur College vicinity is not well maintained. Therefore, college faces problems during recycling of the water.

7) Resource Required: We need sufficient infrastructure to maintain the swimming pool in a more efficient manner for the following purposes.

a) Chlorine is used to disinfect and sanitize the water.

b) Calcium hardness refers to the amount of calcium present in the water. If the calcium levels are too low your water will become corrosive, potentially ruining the body of your pool.

c) Cyanuric acid protects the chlorine in the water from the suns ultraviolet rays.

d) Electricity to run pumps, filter, skimmers.

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

institution website, provide the link

<https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/BEST-PRACTICES-2017-18.pdf>

### 7.3 – Institutional Distinctiveness

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

Immediately after the publication of (102) level results, the details of admission process incorporating the dates of availability and submission of application form, eligibility criteria, intake capacity, admission rules, date of publication of merit list, dates of admission counselling and other related information are made available in the college website. The same is also displayed in the notice boards and notice books of the college. Students are admitted strictly on the basis of the merit. The merit list is prepared following the guidelines of Vidyasagar University, reservation policy of the Government, and the recommendations of the Admission Committee. The Admission Committee of the college consists of the Principal, all Heads of the Departments, Secretary of the Teachers' Council and Representatives from students and non-teaching staff members. Complying with the reservation policy, a category-wise merit list is uploaded in the college website and displayed in the college notice board as well. At the time of admission students are provided with a prospectus which, among the other information, highlights the significant features of the college, intake capacity of various Departments, courses offered, subject combinations, fees structure and faculty profile. Students seeking admission in Honours subjects are admitted through counselling. If any vacancy arises after first phase of admission, the candidates from the waiting list are called for second phase of counselling. Merit list of subsequent phases are duly notified. To maintain transparency in admission process and to provide academic opportunities to all qualified aspirants, the college has introduced Online Merit based admission procedure where the students and their guardians are able to know the admission related information like eligibility, schedule, fee structures, intake capacity, University regulations etc., the merit list, merit position through college webpage. They are also alerted about their counselling and admission dates etc. through SMS services. Moreover, after completion of admission in the college all formalities i.e. registration to the affiliated university is completed through online. Online payment system is introduced through SBI collect to make transaction cashless and hassle-free. This process also makes accounting very easy and errorless. SBI collect. Students who applied online, were fully satisfied with the system due to less hazards and saving of times. Complaints and grievances were minimized. Campus was not crowded although we received more than seven thousand application. Students came to campus only after getting admission. So, campus was peaceful during admission process. Students come to the college on the date of commencement of classes. On the 1st day of their college, original copy of their submitted documents through online are verified by the departmental teachers and one set of documents took from them for office records those are required during University registration. Admission process will be completed after the verification of original documents and application form generated at the time of online application.

Provide the weblink of the institution

<https://kharagpurcollege.ac.in/>

### 8.Future Plans of Actions for Next Academic Year

a) New PG courses in English and History to be opened. 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) Additional Water purifier, Water purifier cum cooler, fire extinguishers are to be installed at various locations. g) 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 2018-19.