



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		KHARAGPUR COLLEGE
• Name of the Head of the institution	Dr. Bidyut Samanta	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03222225920	
• Mobile No:	9474447501	
• Registered e-mail	kharagpurcollege@gmail.com	
• Alternate e-mail	principal@kharagpurcollege.ac.in	
• Address	KHARAGPUR COLLEGE, POST - INDA	
• City/Town	KHARAGPUR	
• State/UT	WEST BENGAL	
• Pin Code	721305	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	Vidyasagar University				
• Name of the IQAC Coordinator	Dr. Jyotirmoy Pramanik				
• Phone No.	03222225920				
• Alternate phone No.					
• Mobile	7003659637				
• IQAC e-mail address	iqac@kharagpurcollege.ac.in				
• Alternate e-mail address	jyotirmoy@kharagpurcollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://kharagpurcollege.ac.in/assets/Pdf/AQAR/KC-AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.76	2016	02/12/2016	01/12/2021
6.Date of Establishment of IQAC			27/09/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Kharagpur College	RUSA 2.0	Government of India & Government of West Bengal	2018 (2 years)	20000000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	05
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1.Online teaching learning process continued adhering to the academic calendar of the affiliating university, and study materials were regularly uploaded in the college webpage for the benefit of the students, especially for those who could not regularly attend online classes due to very poor internet connectivity in their localities. For quality improvement of the teaching learning process students' feedback on teachers' performance were taken after completion of the last internal assessment, and communicated to the concerned teachers by the Principal himself.</p>	
<p>2.Mentoring and parent teachers meetings for all the students were conducted through online mode by all the departments. The Principal along with a few members of IQAC also remained present in the mentoring programmes conducted by the departments. For this purpose, Mentoring schedule and necessary links were provided by the HODs to the IQAC coordinator through email well in advance.</p>	
<p>3.Online Mental support cum Counselling programmes were arranged by the IQAC for its students during this academic session. This interactive counselling was scheduled class wise in different dates and time using Google Meet platform. Mr. Prasenjit Basak, an eminent clinical psychologist of Midnapur Medical College & Hospital was the resource person to provide online support to the students.</p>	
<p>4. Kharagpur College Library in collaboration with IQAC, organized online "Library orientation programmes" for all students in different batches so as to make them aware of the e-learning facilities and easy accessibility of the e-library of the college.</p>	

The programmes were conducted using Google meet platform and live streaming were also done through YouTube. Sri Amit Roy, Librarian, Kharagpur College was the resource person in these programmes.

5. Covid Task Force and Helplines is formed consisting of the 24 faculty members and 25 students in order to remain sensitive to the ongoing problems and needs of our Stakeholders and extend our best possible support and help to overcome the prolonged Covid-19 pandemic situation. It may also be noted that a 'Safe Home' has been run in the Girls' Hostel of the college. This facility was available to the citizens of Kharagpur as well as to all the stakeholders of the college.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Curriculum Aspect	The BOS of the PG departments of Bengali, English and History regularly discuss the academic affairs, mainly progress of syllabus, invitation of senior academicians from various institutes and preparation of examination related activities etc. 2. BOS members of UG departments are regularly attached to the members of Vidyasagar University regarding admission, conduction of the University examinations, internal assessments etc throughout the year.
Teaching Learning Evaluation	1. Online teaching learning process continued following the University academic calendar and study materials were uploaded in the college webpage for the benefit of the students, especially, for those who could not attend online classes regularly due to poor network connectivity. 2. Mentoring and parent teacher meetings were conducted through online mode by

all the departments. The Principal, the IQAC Coordinator along with a few members of IQAC also remained present in the mentoring programmes conducted by the departments. 3. Students' feedback on teachers' performance have been taken from the students, and this feedback was communicated to the individual teachers by the Principal for quality improvement of teaching learning process. 5. Kharagpur College Library in collaboration with IQAC, Kharagpur College organized online "Library orientation programmes for all the students in different batches to make the students aware of the e-learning facility and to provide easy access of the e-library of Kharagpur College using Google meet link and live streaming in YouTube. Sri Amit Roy, Librarian, Kharagpur College was the resource person there. 6. Students' seminars were conducted by all the departments through online mode during this academic session. Best three speakers were awarded on 5th September 2021. 7. A good number of National and International seminars and webinars were organized by different wings and departments.

Research, consultancy & extension

One major project funded by the Board of Research and Nuclear Sciences (BRNS), Govt. of India is completed where Dr. Jyotirmoy Pramanik, Dept of Physics was the principal investigator. Many teachers published their

research works in UGC listed reputed national & International journals. Two N.S.S. units have been functioning actively under the Programme officers Sri.

Subrata Paria, Associate Professor and Sk. Anisur Rahman, Assistant Professor. NSS units of the college organized several programmes such as blood donation camps in the college from time to time, Thalassemia detection test for all the students, observation of International Yoga Day, seven days Yoga orientation programs for students and teachers of the college etc. The NCC unit of the college also actively engaged in different social activities and also arranged training camps at different places throughout the year under the supervision of Sri Uttam Das, Assistant Professor, Department of History and acting A.N.O.

Infrastructure and Learning resources

1. Construction of a new building named "Vivekananda Bhavana" and vertical extension of two classroom buildings have been completed with the financial support of RUSA 2.0 grant.
2. Construction of first floor of the existing central Library building is completed with the financial support of Government of West Bengal.
3. Kharagpur College Library in collaboration with IQAC, Kharagpur College organized online "Library orientation programmes for all the students in different batches to make the students aware of the e-learning facility and to get easy access

	<p>of the e-library of Kharagpur College using Google meet link and live streaming in YouTube. Sri Amit Roy, Librarian, Kharagpur College was the resource person there. All the students and teachers have been provided access to National Library and Information System (N-LIST) facilities.</p>
<p>Student Support & Progression</p>	<p>1.As an initiative of IQAC, Tata Metaliks Scholarships amounting Rs. 5000/-, Rs. 4000/- and Rs. 3000/-have been awarded to the rank holders of the college on the basis of the B.A. /B.Sc,/ B.Com Honours examinations - 2020 of Vidyasagar University. Fifty Four rank holders students received this scholarship in the current session. 2. Kharagpur College Proficiency Award, Principal Sripati De Merit Medal and Scholarship, Anweshan Bhowmik Merit Medal and Scholarship, Prof.K.L.Saha Merit Medal and Award, Pankaj Kumar Das Memorial Award & Mrinalini Das Memorial Award, Prof.L.N.Basak Memorial Award, Benimadhab De & Parulbala De Merit Medal & Scholarship, Chanchala Bala Memorial Award, Prabodh Chandra Dutta Majumdar & Kanika Dutta Majumdar Memorial Award, Principal H.B. Sarkar Merit Medal, Maitreyee Chakraborty Merit medal & Scholarship, Prof. Shakti Chakraborty, Merit medal & Scholarship have been handed over to the respective students during the College foundation day on 29/08/2021. 3. The Unnat Bharat Abhiyan (UBA) unit of</p>

Kharagpur College organized a video and Poster competition for the students of Kharagpur College for COVID-19 awareness.

4. The Career Counselling, Training and Placement Cell of the college arranged online skill development programmes on Business Processing Outsourcing (BPO), Banking, Finance Services & Insurance (BFSI) and Auto Sales Associate in collaboration with TATA STRIVE, an organ of Tata group. After successful completion of the online programmes Tata Strive arranged a recruitment drive in the campus. The College also organized a campus recruitment for the ex students of Chemistry department in a leading Pharmaceutical industry, TCG Life science (Chembiotek) Kolkata. 5. Online mental support cum counseling programmes were arranged by the IQAC for its students during this academic session. This interactive counsellings were scheduled class wise in different dates and time using Google Meet platform. Mr. Prasenjit Basak, an eminent clinical psychologist of Midnapore Medical College & Hospital was the resource person to provide online support to the students. Best student and best NCC cadets have been awarded to encourage the students of the college.

Governance, Leadership and Management

1. Financial aids were provided to the poor students through half free and full free of tuition fess facilities. 2.

Kharagpur College Proficiency awards and different merit medals 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. 3. Inclusion of more girl students in Kanyashree program of Govt. of West Bengal 4. Career counseling for the final year students 5. Regular departmental/college level seminar 6. Teachers of Kharagpur College have participated in governing bodies of other colleges as V.U. nominee.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Kharagpur College	11/07/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	22/03/2022

15. Multidisciplinary / interdisciplinary

Kharagpur College is a highly esteemed co-educational academic institution offering UG & PG Courses

in multifarious subjects. Kharagpur College is a grant-in-aid type of co-educational college affiliated to Vidyasagar University (previously to the University of Calcutta), West Bengal and enjoys UGC recognition under 2(f) and 12(B). It has been accredited by NAAC

in cycle 2 as an 'B++' grade College in 2016.

The College offer 16 (sixteen) under-graduate Honours courses; 07 (seven) under the Faculty of Arts, 08 (eight) under the Faculty of Science, 01 (one) under the Faculty of Commerce. It runs 03 (three) UG General course: B.A General (Morning Shift), B.Sc. General (Pure and Bio. Science) in Day shift and B.Com General in the evening shift. Besides this, it offers Computer Science (Day shift), Sociology (Day Shift) and Physical Education (Morning Shift) as a General Subject. It also offers M.A in Bengali, English and History.

The College has an enrolment of nearly 3531 students enrolled during the current academic year (2020 -21) and has good results in the university examinations for all the departments with a number of first classes each year. Most of the students are first-generation learners and many belong to the socio-economically disadvantaged sections of the society, SC/ST/OBC categories. A very encouraging trend is the steady rise in their number. Girls students are increasing in significant number.

16.Academic bank of credits (ABC):

Kharagpur College follows the regulations of affiliating University. It is not applicable to our college.

17.Skill development:

Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills among the students to make them ready for the world of work. Students seminar organized by all the department frequently, by which soft skill like communicative skill and preparing the seminar material developed among the students. students participate in the teaching learning process. Besides this, NSS units and Physical education department organized YOGA camps for ten days by which life skill developed among the students. The Career Counselling, Training and Placement Cell of the college arranged online employability Skill Development programmes on Business Processing Outsourcing (BPO), Banking, Finance Services and Insurance (BFSI) and Auto Sales Associate in collaboration with TATA STRIVE an organ of Tata group. After successful completion of the online programmes Tata Strive organised a recruitment drive in the campus.

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

India has a tradition of Knowledge from Ancient time. Knowledge builds human character. The mystery of how people can shape their

future in the right way has been discussed in our Indian Knowledge System. Our Indian tradition of Knowledge not only impact moral education but also teaches us how to prove knowledge - dignity through scientific method of research. So it is said in the Gita, 'Jnana Vijnana sahitam'.

Indian Knowledge system has touched many aspects. The main areas of Indian traditional education systems are-

- Chaturdasha vidyas
- Upavedas (Ayurveda, Dhanurveda, Gandharvaveda)
- Darshanas (All twelve including 6 astika and 6 nastika darshanas)
- Shastras (Nyaya, vyakarana, krishi, Shilpa, Vaastu, Natya, Sangeeta, Jala, khani, among others)
- Sahitya and avadhana kala
- Holistic medicine and wellness
- Indian psychology, yoga and consciousness studies
- Approaches to the economics and political systems
- Mathematics and astronomy of India
- Observational astronomy and calendar systems
- Ship building, navigation and maritime traditions
- Chemistry of dyes, pigments, chemicals used in India
- Architectural engineering, Vaastu and Shilpa shastra
- Sustainable agriculture and food preservation methods
- Development and management of water resource
- To conserve biodiversity and ecological protection
- Metallurgy and material sciences
- Preservation and documentation of manuscripts

We are actively conducting different seminars for spreading the rich heritage of our Indian Knowledge in the field of Arts, Basic Science and Commerce.

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

Teachers are very much aware about the programme outcomes(POs), programme specific outcomes(PSOs) and course outcomes(Cos) because they themselves prepare these documents according to the UGC / University syllabi.

Students are made aware about these outcomes through the college website (Link <https://www.kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf>). The courses offered by the institution in some Academic Year are detailed in the prospectus of the institution of that Academic year.

Students are also informed about the POs, PSOs and COs directly in the induction programme and in the first class of each semester.

POs, PSOs and COs are also discussed by the teachers with the students as and when teachers feel the necessity.

20.Distance education/online education:

The college has a study centre (H-06) of Netaji Subhas Open University inside the campus. This centre offers following courses.

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PG Courses (2 years): Bengali, English, English Language Teaching, Political Science, History, Social Work (MSW), Public Administration, Mathematics, MLIS, Education.

P.G. Diploma (One Year): Journalism & Mass Communication.

UG Courses: B.A. Honours in Bengali, History, English, Sociology, Political Science, Public Administration, B.Sc.

- Honours in Geography and B.Com.

Centre Co-ordinator: Dr. Pradip Kumar Gain, M.Sc., PhD, Associate Professor in Mathematics Working Hours: Saturday- 12 Noon - 4PM, Sunday - 10 AM - 4 PM.

Extended Profile

1.Programme

1.1	677
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	3531
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	896
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	1088
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	106
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	109
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	49
4.2 Total expenditure excluding salary during the year (INR in lakhs)	89.92049
4.3 Total number of computers on campus for academic purposes	109

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In order to implement, the curriculum of the UG and PG syllabi effectively, as framed by the affiliating university i.e. Vidyasagar University, the teachers and management devise an action plan in the beginning of the session through different academic sub-committees. At the commencement of odd and even semesters, the class commencement notice is circulated by the Principal in accordance with the college academic calendar and university notifications. The routine committee prepares the master routine, and circulates to the departments for preparation and circulation of departmental routines. All the departments conduct internal assessments of ten marks for each paper as a part of the university prescribed examination pattern. At the end of each semester, Vidyasagar University conducts semester examination. Due to the pandemic situation, the academic curriculum delivery was conducted entirely through the online mode using different online platforms like, Google Meet, Zoom and CISCO Webex meeting etc during the entire 2020-21 academic session. In order to effectively utilise the online platforms, individual WhatsApp groups were formed for each class to provide study materials, notices and other necessary information. These WhatsApp groups have also been used for taking classes as well.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kharagpurcollege.ac.in/Physics.aspx#tab-2-6

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

At the commencement of each academic session, academic calendar is prepared by the college in consistency with the university academic calendar. The Government holiday list is also considered while preparing it. Teaching days and the tentative dates of internal assessments are mentioned in the academic calendar which are subject to change depending on the university notifications from time to time. Based on this academic calendar and the university notifications, departments prepare the schedule of Internal Assessments of each course. The departments also notify the date and time of assessments to the students through proper channel. The Internal Assessments are conducted following this procedure taking into consideration of the learning outcomes of each course, especially after introduction of the learning outcome-based curriculum framework from academic session 2020-21. The Internal Assessments are significant as these hold weightage in the end semester results under the university evaluation framework. Each department maintains proper documentation of the evaluative internal assessment conducted during each academic session. During 2020-21 (campus-shutdown phase), posting and checking assignments, and collecting feedback were conducted through online mode. During the said phase, all written Internal Assessments were also conducted online.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2020-2021.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating

University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

22

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

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

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

NA

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

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

NA

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

NA

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

1.3 - Curriculum Enrichment

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

The institution has a well-defined code of conduct with a motto to articulate the human values and principles in campus life, social life and the national life as a whole. The emphasis is therefore given on becoming a good citizen apart from being a knowledgeable person.

The institutional code of conduct is clearly spelt out in the college webpage. There are several courses running in the college relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The course "Environmental Studies" is offered to all UG students as the AECC in semester-II. Departments of Botany, Chemistry, Physics and Zoology offer courses which cover numerous environmental aspects such as waste management, green chemistry, pollution control measures, energy conservation, renewable energy and energy harvesting, biodiversity conservation, threats and management of wetlands, organic farming, soil & water conservation,

climate change, conservation genetics, environment and public health etc. Departments of Bengali, Economics, English, History, Philosophy, Political Science and Sanskrit offer courses relevant to the importance of nature and environment, women empowerment, human values, gender issues, inculcating ethical Firefox values in students through four noble truths of Buddhism and Yoga Darshana, moral issues and Dharma, professional ethics, concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change, human values through slokas, vedas, upanishads, metaphysics, logic and ethics, ethical teachings of Bhagwad Geeta, human moral consciousness etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

09

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

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

3350

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1994

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

397

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Each department takes sincere initiatives to assess the learning levels of students through the mechanisms like internal assessments, assignments, students' seminars, mentor-mentee interactive sessions, individual interactions, etc. Due to COVID related statewide institutional closure throughout the academic session 2020-21, learning levels were assessed using all the above mechanisms through online mode.

Special Programmes like remedial classes, academic counselling by the mentors, individual discussions etc. are employed for helping the slow learners to make up their learning backlogs. Study materials prepared by the teachers are uploaded in the departmental pages of the college website, so that any student can learn at her/his suitable time and scope which benefits the slow learners significantly.

Special classes are also arranged for advanced learners. Advanced learners are always encouraged to choose advanced level topics for their presentation using PowerPoint presentation and computer simulation in the Students' Seminars organized by the departments.

Advanced learners are encouraged and assisted by the departmental teachers to appear in national level exams and entrance tests (like JAM, JEST, CUCET etc.) for admission to prestigious institutions like IITs, JNU, BHU, AMU, JMIU, University of Hyderabad and many other institutions for higher studies like masters or integrated research etc.

File Description	Documents
Link for additional Information	https://kharagpurcollege.ac.in/Sanskrit.aspx#tab-2-6
Upload any additional information	View File

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

Number of Students	Number of Teachers
3531	106

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Besides imparting knowledge through lectures, the institution resorts to different students-centric methods of learning. The experiential learning strategies include open ended lab work, field works and projects.

Experiential learning is encouraged through field surveys and interviews conducted by the departments of Geography, English, Bengali, Zoology, Botany and Economics. This enables students to gain practical knowledge of what they learn in the classroom. However due to statewide COVID lockdown field surveys could not be conducted in the academic year 2020-21.

Participative learning is encouraged through student seminars on relevant topics, group discussions, debates, brain-storming sessions.

On special occasion, IQAC, NSS unit, Cultural Sub-Committee execute

seminars and debates where students from different disciplines participate.

Problem Solving ability of the students are enhanced by conducting project works in a number of departments.

Apart from formal classes, the teachers solve the queries of the students through assignments, discussions, problem solving through personal communications etc.

Special attentions are given to slow and advance learners while conducting classes and special care is provided outside the class as well.

Questions of national level examinations like JAM, JEST etc. are discussed in U.G. 6th SEM classes and like NET, SET etc. in P.G classes.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kharagpurcollege.ac.in/Seminar-workshop.aspx

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

Teachers use a wide range of ICT enabled tools to ensure effective teaching-learning process and the college always inspires and assists such activities.

Online depository of study materials prepared by the teachers:

Departmental pages of the college website are used as depository of study materials. The institution has access to open educational resources through INFLIBNET.

Online Teaching Mechanisms:

In the pandemic situation, all the departments created WhatsApp groups with students for sharing study materials, assignments, resource links, departmental and institutional information and online class links for classes and assignments.

Online classes have been conducted through platforms like Google Classroom, Google Meet, Zoom etc. with the help of Power-Point Presentations, Pen Tablet with Microsoft Whiteboard or Google-Jamboard etc.

Online Class Tests taken through emailed answer scripts, Google-Forms etc.

Video lectures:

These are also shared by the teachers with the students.

Google Maps and Google Earth apps:

Geography Department adopts these apps to find the distances and look at the 360-degree images of different geographical regions.

PowerPoint Presentation, Films and Documentaries:

Faculties often use PowerPoint presentation with LCD projector. Department of English, Bengali and History show films and documentaries on relevant topics to the students. However, these methods could not be practiced in the year 2020-21 due to state wide COVID Lockdown.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://kharagpurcollege.ac.in/English.aspx#tab-2-6

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

2.3.3.1 - Number of mentors

106

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

106

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

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

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

36

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1269

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal Assessment is mandatory as per the regulation of Vidyasagar University. The result of Internal Assessment(s) constitutes a part of the final score of each paper.

Of a 75 marks paper 10 marks are allotted for Internal Assessment.

Preserving the records of the internal assessments is mandatory and the evaluated answer scripts are preserved by the departments.

Internal Assessments are carried out through Class Tests and Students' Seminars etc. At least one class test of 20 marks in each paper has been made mandatory by the College. In addition to class tests, departments may conduct the students' seminars for internal assessment.

Class tests are arranged by the departments within the time span notified by the the college.

In case of class tests, evaluated answer scripts are often shown to the students so that they can learn from their checked incorrect answers and can point out any mistake in evaluation. In case of students' seminars used as internal assessments, marking on the presentation of the students are done by a number of teachers and average result is taken.

During COVID related institutional closure, all internal assessments were carried out through online mode. Some teachers used google forms for class test and shared the corrected answer scripts with the students after completion of the test.

File Description	Documents
Any additional information	View File
Link for additional information	https://kharagpurcollege.ac.in/Examination-pattern.aspx

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

Students can get their grievances related to Internal Assessments addressed through different easily accessible mechanisms.

In case of class tests, evaluated answer scripts are often shown to the students so that they can learn from their checked incorrect answers and can point out any mistake in evaluation. In case of students' seminars used as internal assessments, marking on the presentation of the students are done by a number of teachers and average result is taken. Viva-voce is also carried out with utmost transparency.

Students can approach the respective heads of the departments anytime with their grievances / queries regarding evaluation of their answer scripts or any related issues.

Students are provided with the departmental email ids where they can send their grievances regarding internal assessments.

The college has a Students' Grievances Redressal Cell constituted as per UGC regulations. E-mail ID and contact number of the cell and names of the teachers who are the members of the cell are given to the students during the Induction Programme and the same are also displayed in the college website.

Students can also meet or write their grievances to the principal.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.kharagpurcollege.in/grievance/survey.aspx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

Teachers are very much aware about the POs, PSOs and COs because they themselves prepare these documents according to the UGC / University syllabi.

Students are made aware about these outcomes through the college website (Link <https://www.kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf>). The courses offered by the college in an academic year are detailed in the college prospectus of the session.

Students are also informed about the POs, PSOs and COs directly in the induction programme and in the first class of each semester.

POs, PSOs and COs are also discussed by the teachers with the students as and when teachers feel the necessity.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of Course Outcomes (COs) is evaluated by the scores of the students in the examinations conducted by the affiliated university.

Attainment of Programme Specific Outcomes (PSOs) is evaluated by the performance of the students of each specific programme in

1. The admission to the higher education institutions.
2. Getting employment in government or private services based on the specific programme.
3. Self-employment based on the specific programme.

Etc.

Attainment of Programme Outcomes (POs) is evaluated by the

performance of the students in

1. The admission to any professional / training courses not specific to their discipline of study in the college.
2. Getting employment in government or private services not specific to their discipline of study in the college.
3. Self-employment not based on their discipline of study in the college.

Etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf

2.6.3 - Pass percentage of Students during the year

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

1041

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

2.7 - Student Satisfaction Survey

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

<https://kharagpurcollege.in/super/SurveyReport3.aspx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

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

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

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

25

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

3.2 - Research Publications and Awards

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

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

60

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

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

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

15

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

3.3 - Extension Activities

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

The Department of Chemistry organised a hand sanitizer preparation cum hands on training programme as per WHO guidelines on 24.03.2020 for the college students, teachers and staff and for the people of

Kharagpur municipal area with the infrastructural support of Kharagpur College and the SDO, Kharagpur. UBA cell Kharagpur College, West Bengal (AISHE Code-C-19091), arranged COVID 19 awareness cum relief program in two adopted villages Barkola and Walipur, on 03.08.2020. Some of the teachers and students of the college along with some NSS volunteers also participated in the said programme. Maintaining preventive measures as laid by the Govt, sanitizers, masks and soaps were distributed to more than 200 families.

Two NSS units and NCC unit of the college organized following programmes throughout the year.

1. A blood donation camp on the occasion of College Foundation day on 29th August, 2020 was organised. In this camp 51 units of blood were handed over to the Blood bank of the Narayangarh Super Speciality Hospital.
2. Observed World AIDS Day on 01.12.2020.
3. 50 Years celebration of National Service Scheme Organised by NSS units on 24.09.2020.
4. Thalassaemia Awareness Programme held on 09.02.2021.
5. Health check-up and Diabetes detection held on 13.02.2021, 08.06.2021 and 22.06.2021 for the students and local people.
6. Organised Yoga camp from 21.06.2021 to 27.06.2021.
7. Celebration of 158th birthday of Swami Vivekananda on 12.01.2021.
8. Celebration of 72nd Republic day on 26.01.2021.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/NSS.aspx
Upload any additional information	View File

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

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

12

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

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

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

18

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

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

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

10

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

3.4 - Collaboration

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

55

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

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

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution offers 19 undergraduate programmes (16 Honours and 3 General) and three post-graduate programmes in three shifts e.g. Morning, Day and Evening. The total student strength including UG and PG programmes in academic session 2020-21 was 3350. B.A. General programme is held in the morning shift, while those of B.A. Honours and B.Sc. Honours & General programmes are held in the day shift. However, B.Com. Honours and General programmes are conducted in the

evening shift. There are 49 classrooms, out of which four are smart classrooms. The institution has 1 auditorium, 1 Seminar Room and 4 computer laboratories. There are total 20 science laboratories for the departments of Botany (2), Chemistry (3), Physics (7), mathematics & commerce (1), Geography (1), physiology (1), Zoology (3) and BCA & Computer science (2). Presently, there are total 109 computers available for academic purpose. Total 4 rooms have ICT facility with ceiling mount overhead LCD projectors. Five departments have portable LCD projectors and all departments have laptops/desktops which are used for the teaching learning process. Central library has a collection of 35,772 books for UG and 4004 books for PG. Central library also has N-LIST annual membership subscription for accessing online e-books and e-journals. All departments have their own seminar libraries. Students of Bengali, English, History and Physics also have access to use their departmental libraries .

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

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

Sports activities of the college are carried out by the Games and Sports Sub Committee with the technical support of department of Physical Education. The college has a big playground where football, Cricket and annual sports & athletic meet are conducted (offline activities could not be held in academic session 2020-21 due to the covid-19 restrictions). Indoor stadium is allotted for sports (Both boys and girls students) like Badminton, Volleyball etc. There are two halls (boys' & girls' common room) with facilities like Table tennis, Carrom, Chess etc. The football and cricket team of the college regularly show commendable performance in the University level competitions. The college has a swimming pool running in different shifts separately for boys & girls. There is a Yoga centre where events and practice of Yoga are frequently done.

Different seminars and cultural activities are conducted in the auditorium (H.B. Sarkar Hall). There is another stage (Mukta Mancha) for different cultural activities. Annual sports & athletic meet & social function, inter department cultural competitions are conducted every year by the respective sub-committees. Cultural

programmes are of regular practice of the college during observation of college foundation day, Republic Day, Independence Day, Teachers' Day, Rabindra Jayanti, Freshers welcome etc.

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

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

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

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

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

63.72826

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

4.2 - Library as a Learning Resource

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

The Integrated Library Management Software used is KOHA (Open-Source Software), the version is 3.14.06.000, and digitalization initiated since 2016, almost 80% completed and remaining is under process.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

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

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

9560

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for

online access) (Data for the latest completed academic year)

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

45

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

4.3 - IT Infrastructure

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

Kharagpur College has two separate broadband connections running at the office of the Principal and the Server Room at 48 MBPS with the scheme of monthly unlimited data. The students can also access Wi-Fi facility in the college campus. There are four computer laboratories; out of which, two are allotted to the department of BCA & Computer Science, one for the department of Physics and one lab is shared commonly by Mathematics & Commerce. All departments are equipped with computer, printer and broadband internet connection. Some of the departments have LCD projectors. The regular maintenance and upgradation of computers and allied accessories is done by the local vendor as and when required. The central library "Jibananda Kendriya Granthagar" is enriched with books and E-resources for access of the students and teachers as well. Teachers regularly upload study materials to the college web portal for access of the students. The college website is regularly updated to offer online access of notices regarding admission form fill up, scholarship, exam related matters, feedback collection, career counselling, job opportunities etc. Teachers update their ICT enabled study materials as per the requirement.

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

4.3.2 - Number of Computers

137

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

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

26.19223

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

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

The college practices its decentralised policies for maintaining and utilizing physical, academic and support facilities through formation and functioning of different sub committees comprising teachers, non-teaching staff and students' representative. The policies through approval of Finance Sub-Committee are approved by the Governing Body of the College. For purchasing and maintaining academic facilities like laboratory materials, equipment, computers,

scanners etc, departmental committees apply to principal furnishing proper justification and approximate budget, that is forwarded to the Purchase Sub Committee, which then ensures purchase of the materials maintaining tender rules of Govt. of West Bengal. Regular maintenance is supervised by the respective HODs.

Building Sub-committee constituted by a nominee of the State Govt. and an Assistant Engineer, Paschim Medinipur Zilla Parishad, along with teaching and non-teaching staff, formulates proposal for creation of physical facilities, renovation of existing facilities and maintenance of existing infrastructure.

Academic Sub-Committee comprising all HODs looks after preparation, supervising and necessary upgradation of class routine, remedial and tutorial classes. Library Sub-Committee, headed by the librarian maintains and upgrades library facilities.

The student concession subcommittee of the college takes care of the issues related to scholarship, and concession in tuition fees to the poor but meritorious students.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1195

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

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

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

39

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://kharagpurcollege.ac.in/College-infrastructure.aspx#tab-1-4
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

53

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

53

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

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

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

5.2.2.1 - Number of outgoing student progression to higher education

269

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

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

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

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

10

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

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

Students of Kharagpur College actively participate in every sphere. Students are represented as members of various committees, such as the Cultural committee, Sports Committee, Anti-ragging cell and the Students Grievance cell etc. The students' grievances are properly communicated to the college administration through the committee. Apart from the academic and the cultural programmes of the college, the Students' Council organizes Freshers' Welcome ceremony and Raksha Bandhan every year in the college. The members also observe Teachers' Day on 5th Sept. every year by paying tributes to their teachers. They also organize the Annual Sports of the college every year in December / January with assistance from the Dept. of Physical Education. They also play a very active role in organizing the Intra college cultural competition in several events and also in celebration of the college foundation day on 29th August every year. During normal activities and the special camp of N.S.S. Units of the college, the members of the Students' Union extend their helping hands quite gladly and enthusiastically. During the COVID-19, students prepared hand sanitizer in the Chemistry department and distributed these and mask with the help UBA unit of the college.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/Unnat-bharat-abhijan.aspx
Upload any additional information	No File Uploaded

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

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

07

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

5.4 - Alumni Engagement

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

The Alumni Association of Kharagpur College which is named as "Kharagpur College Alumni Association". The said Association was registered on 25th October, 2016 ; registration number is 7376/2016 ; Permanent Account Number (PAN) is AADTK1213G. Kharagpur College Alumni Association acts as an "Educational & Charitable Trust". As the age of this trust is only 5+ , it is not financially very sound. However, the association is very hearty in supporting the college authority for the academic and infrastructural development of the college. Alumni meets are organised every year where the existing students get opportunity to interact and share their views with the alumni. Kharagpur College Alumni Association had organised a "Virtual Quiz Competition" in association with NSS Unit, UBA Unit, Kharagpur College, and KVBD, Kharagpur, on 07/08/2021, a "Blood Donation Camp" in collaboration with NSS & NCC Units of Kharagpur College and KVBD, Kharagpur, on 31/08/2021 and a one-day Webinar on "Relevance of Ramanujan in Today's Society" on 11/12/2021.

File Description	Documents
Paste link for additional information	http://kharagpurcollege.in/alumni/survey.asp x
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has a well-defined vision and mission to make concrete and dedicated effort for quality and value-based education. Principal co-ordinates on all academic matters through the heads of departments who are appointed on a rotational basis. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formatting. For each academic session, Teachers' Council nominates the committees related to the academic affairs. Teachers representatives in the Governing Body and the IQAC contribute significantly in planning and implementation of the targeted goals. Teachers act as mentors to take care of the intellectual and emotional needs of students. Feedback collected from the stakeholders is analyzed and considered in the decisions taken for the institution's continual march towards improvement.

The mission of the college is to provide value-based education for their students and toward grooming the students so that they become key role players in building a culturally sensitive and knowledge-based society. During the academic year 2020-21, the institution decided that the all departments should organize academic seminars. Departments were encouraged to organize state level, national level or international level seminars. This was a successful programme.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_20-21.pdf
Upload any additional information	View File

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

The Governing Body, constituted by the Principal (as the Secretary Ex Officio member), two nominated persons from each of the Government of West Bengal and Vidyasagar University, one member represented the West Bengal State Council of Higher Education, three representatives from Teaching, one from Non-Teaching staff 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 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. The secretary of the Teachers' Council and different sub committees formed by the supervision of Teachers' Council maintains effective coordination between the teaching community and the administration of the college. 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.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans (SP) are as follows:

Teaching and Learning: In addition to traditional mode of teaching, the college uses updated multimedia applications through online teaching during pandemic situation. The teachers used ICT for teaching learning purposes. The college had provided laptops with smart board enabled classrooms, own institutional email id for creating Google classroom, making ICT an integral part of the teaching learning process. Some of the teachers arranged "lecture-capture facility" through installation of recording devices (camera) during their online classes and subsequent access of the recorded lectures uploaded in the ILMS menu of the college webpage to the students that allowed better learning outcomes in tandem with the rapid and radical change of offline to online system.

Library and Physical Infrastructure / Instrumentation: Well equipped Library provided with ample on-line resources. The College has developed e-library facility. The Library is the member of UGC N-List Consortium.

Human Resource Management: Support for skill-development of the staff and faculty through training programmes, Career Advancement Scheme/Professional development through promotion to higher Scale, Encouragement provided to the faculty to join Academic Staff College Programmes, Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities, Sanction of leave to the faculty members for advanced studies, research, participation in Seminars, conferences, workshops, etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kharagpurcollege.ac.in/Chemistry.aspx#tab-2-7; https://librarykgpc.wordpress.com/ , https://drive.google.com/file/d/1nk6NPq-ATPeWePyQjVD2mQlL_JUZIMLb/view?usp=drivesdk
Upload any additional information	View File

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

The Governing Body, constituted by the Principal (as the Secretary Ex Officio member), two nominated persons from each of the Government of West Bengal and Vidyasagar University, one member nominated by the West Bengal State Council of Higher Education, 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 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 and 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 and extra-curricular activities of the students. The secretary of the Teachers' Council maintains effective coordination between the teaching community and the administration of the college through these committees.

Service Rules and procedures are guided by Vidyasagar University, the rules of the state government and UGC as amended from time to time in this regard.

The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education, West Bengal

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Link to Organogram of the Institution webpage	https://kharagpurcollege.ac.in/Governing-body.aspx
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of this institution. Some of these are listed below:

- General Provident Fund (GPF) with nomination and loan facilities
- West Bengal Health Scheme (WBHS) for all medical benefits
- Gratuity and Pension Scheme of Government of West Bengal after retirement
- Group Insurance cum Savings Scheme (GISS)
- Child Care Leave and maternity leave for female teachers and non-

teaching staff

- Residential Quarter facility in the college campus

2. Faculty members are allowed to take duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes

3. Training programmes on soft skill are arranged for the teaching and non-teaching staff

4. Workshops for Income Tax related issues faced by teachers and non-teaching staff are resolved

5. Health awareness programmes are conducted.

6. Ramps and special washrooms to cater to the needs of the differently-abled employees

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

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

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

5

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

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

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

02

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

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

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

12

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

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

The Performance Based Appraisal System for teaching and non-teaching

staff is followed as per the Government Guidelines. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, memo no. ED-104/2013 dated 18-02-2013, memo no. Ed293/2013, 07.05.2013, memo no. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising the Government Nominee and the subject experts from the affiliating university. The verified files are then subsequently sent to the department of Higher Education, Government of West Bengal for necessary action. The Performance Based Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2020-21, the files of five faculty members for promotion to the next higher grade/level were verified by the Government/University appointed Screening/Selection Committee and sent to the government for necessary action.

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

6.4 - Financial Management and Resource Mobilization

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. 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 decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. The financial audit of the college accounts has been done up to the financial year 2019-20. All processes relating to the financial audit of the college for the financial year 2020-21 is nearly complete, and the same is likely to be conducted by the Vijay Sethia CO, Chartered Accountant, Howrah - 711101, an authorized auditor of Government of West Bengal very soon.

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

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

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

00

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

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

Being a government aided institution, the source of funds is the Higher Education Department, Government of West Bengal, UGC, and students fees. The salary component of funds is fully under the jurisdiction of the Government of West Bengal. Funds were also received under the RUSA Scheme and from the research projects. Departments, Central Library and different units/cells apply to the Principal for the purchase/maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the departmental heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all activities such as inviting tender/quotations, preparing comparative statement and payments strictly following the government guidelines in all purchases. On receipt of the respective resources, concerned department/cell/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, that delivers

the equipment. Such clause is inserted in the purchase order of the equipment.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

1. Online teaching-learning process was initiated during the Lockdown period due to pandemic COVID-19, to enable the students to complete their syllabi in due time, and the same is being continued. Study materials are being uploaded in the college webpage.

2. Online mental support programme during the pandemic situation is arranged by the COVID Task Force and IQAC of the college for all the students. Mr. Prasenjit Basak, eminent Clinical Psychologist of Midnapore Medical College and Hospital has kindly been providing the online support to the students.

3. A large number of webinars were organized by all departments of Kharagpur College to sensitize the students towards the scientific development, Indian democracy and civil society, philosophical aspects, curricular and environmental aspects.

4. Students seminars were conducted by all the departments through online mode in this academic session. Best three speakers were awarded on 5th September 2021.

5. Student Mentoring Programme and Parent Teacher Meets were also held throughout academic session. For this purpose; each student was assigned a mentor for the entire duration of his/her study in this college.

6. Scrutiny and forwarding of the applications of five faculty members for promotion under the Career Advancement Scheme

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2020-2021.pdf
Upload any additional information	View File

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

The IQAC sincerely reviewed and has suggested strategies to improve the quality of teaching-learning process from time to time during the post-accreditation period. In 2016, the NAAC report suggested that computer-aided methods were not used by the teachers of the Humanities and the Commerce streams. IQAC suggested procurement and installation of ICT tools for classroom teaching. Each department has been provided with the desktops/laptops. LCD projectors to display power-point presentations in classroom teaching were installed in the classrooms. Three classrooms (Room no. 208, 114 and B3) have been renovated and converted to smart classrooms. All teachers now use ICT-enabled tools for teaching. IQAC also organized workshop in 2019 for the designing and development of the E-content. Subscription of E-journal and N-LIST for E-resources has been implemented. The feedback of students, teachers, alumni and employers on curricular aspects are reviewed by the IQAC to provide suggestions for implementation. The program outcomes and course outcomes have been uploaded in the collegewebsite and student orientation programs have also been organized to make students aware of the learning outcomes. Effective mentoring mechanism was also implemented by the IQAC through proper notification. Students convey their learning problems to the mentors, which are resolved.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

B. Any 3 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://kharagpurcollege.ac.in/assets/Pdf/Kharagpur-College-NIRF-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

A webinar titled "Socio-Psychological Role of Women in Present Pandemic Situation" was organized by Women Cell in collaboration with IQAC, Kharagpur College on 21st May 2021(Friday), from 11.30am - to 2 p.m. The inaugural speech was delivered by the Principal, Kharagpur College Dr Bidyut Samanta. A formal speech was given by IQAC Convenor, Dr Jyotirmoy Pramanik and the theme of the webinar was introduced precisely by Smt. Poulomi Talukdar. In this webinar, two resource persons were invited to deliver lecture.

Dr. Aparnita Bhattacharjee, Associate Professor, Department of History, Midnapore College(Autonomous) delivered a talk on "An Invisible Monster, Shadow Pandemic: A Peep into the Shadow Reality". She covered various important issues on women. Violence against women remains a major threat to global public health and women's health during the Pandemic.

She also said about maternal health care, HIV, violence against women and girls, impacts on mental health.

Other resource person was Smt. Anvesha Bandopadhyay, Jogamaya Devi

College, Kolkata. She was talking about panic attacks and depression. She also showed the problems and gave instructions on how to get rid of this kind of problem.

All members of Women cell and approximately 95 students of our college attended the webinar.

Vending machine for sanitary napkin and incinerator are available in the Girls' common room, Library and Female staff toilet.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Chemical and Biomedical waste management were not required for this academic session since practical classes were not conducted offline due to pandemic situation. Routine practices are mentioned herein.

Solid waste management:

Coloured dustbins are used to collect the solid waste in segregated form. This is then subsequently collected by the local Municipality

from the college campus.

- The Green-colored dustbins are used for wet and biodegradable wastes.
- Blue dustbins are used for disposal of plastic wrappers and non-biodegradable wastes.
- Yellow dustbins are meant for papers and glass bottles.

The entire campus is a "plastic free zone" and the institution sincerely puts efforts to maintain the same. Portion of the Biodegradable waste is used as manure for the plants in the garden.

Liquid waste management:

Liquid chemical waste products produced from the laboratories are treated before disposal. As a routine practice, chemical wastes are segregated as acids and bases.

Biomedical waste management:

As a routine biomedical waste management process in the college, the animal anatomical waste material collected in yellow bags is disposed of in a deep burial pit constructed within the college campus. This is equally true for the used syringe and the cotton applied for blood collection.

Hazardous waste management: Practices adopted for management of hazardous chemical wastes generated in laboratories. Chemical wastes are separated into different groups and disposed accordingly.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

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

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

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

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

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

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

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

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservation of seats apply to SC, ST, OBC-A (Minority), OBC-B and physically challenged (PC) category. A reasonable fee structure for all students allows quality education for economically challenged ones. Some students who belong to economically challenged sections also apply to the Principal for exemption of fees. For those students, only the tuition fee is taken by the institution, as approved by the Fees-concessiun subcommittee for the benefit of the students, Departments work sincerely to cater to the needs of the first generation learners from socially challenged background and also organize remedial classes for the slow learners. Special lectures focusing on the basic moral teachings of different religions are organized. To name a few, in this context, Department of Philosophy organized a national level webinar on "Nonviolence: Its relevance of Yesterday, Today and Tomorrow, on 27.09.2020. Also, Department of Bengali organized International webinar on various dimensions of Iswar

Chandra Vidyasagar as social reformer, on 26.09.2020. Socio-cultural ecology is also maintained throughout the year by observation of the birth anniversary of many great personalities. Keeping in view of this objective; cultural committee of this college is highly active throughout the year by organizing cultural events.

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

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

The duties of Higher Educational Institution count as a contribution to a flourishing society and nation as a whole, and being the citizen of India, we are accountable to discharge some moral responsibilities and duties towards the honourable Constitution of India. Ipso facto, we have been relentlessly striving to sensitize the students and employees our institution to the constitutional obligations: values, rights and responsibilities of citizen. The IQAC in association with the department of Political Science bears the sole responsibility. The teachers of the said department sensitize the employees and the students to respect national flag and the national anthem; they sensitize the students to obey the laws of our country, protect the power, unity and integrity of the country, safeguard public property. Our employees are trained to pay taxes with honesty. The institution usually organizes programmes to celebrate the following days of national and international importance to sensitize the students and employees:

1. National Yuva Divas, January 12.
2. Republic Day, January 26
3. International Women's Day, March 8.
4. World Environment Day, June 5.
5. International Yoga Day, June 21.
6. Independence Day Celebration, August 15.

7. College Foundation Day, August 29,

8. Teachers' Day, September 5.

9. NSS Day, September 24.

10. Rashtriya Ekta Divas, October 31.

11. NCC Day, November 29.

12. World AIDS Day, December 1.

13. Human Rights' Day, December 10.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

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

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

festivals

Every year, the institution celebrates/organizes national and international commemorative days, events and festivals in the college campus. Owing to the COVID-19 pandemic situation, these events were celebrated with restricted number of participations from the students of NSS units, teaching, non-teaching staff and student of the college during the academic session 2020-21. These events were organized by different units, committees and departments of the institution. The events included Celebration of 74th Independence Day (15.08.2020), celebration of college foundation day (29.08.2020), observation of death centenary of Gurudev Rabindranath Tagore (07.08.2020), blood donation camp on 29.08.2020, Teachers' Day Celebration (05.09.2020), AIDS awareness programme on 01.12.2020, observation of birth day of Swami Vivekananda (12.01.2021), online seminar organized by the department of Bengali to mark the bicentenary of Iswar chandra Vidyasagar and to create awareness about the role of Iswar chandra Vidyasagar in spreading education and social reforms (26.09.2020), Republic Day Celebration (26.01.2021), observation of International Yoga Day organized by two NSS units of Kharagpur College, on 21.06.2021.

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

7.2 - Best Practices

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

Best Practice 1

Title of the Practice:

STUDENT CENTRIC STRATEGIES TO ENSURE AN EFFECTIVE TWO-WAY TEACHING-LEARNING MECHANISM KEEPING PACE WITH THE OUTCOME BASED EDUCATION

Objectives of the Practice:

Today's education is undergoing a paradigm shift from traditional input-output focused education towards outcome based education. What matters is how much the students learn rather than how much we educate them. Taking it into account, the institution has taken initiatives to develop teaching-learning methodologies from the perspective of students that will benefit them in their future studies/jobs. In comparison to the small percentage of students who take advantage of work prospects, the majority of students of this institution continue their education or prepare for competitive exams.

Best Practice 2

Development of social responsibility among the students during pandemic (COVID -19) period.

Objective of the Practice:

The syllabus of Chemistry under CBCS is quite application orientated. The reagents, easily available in the chemistry laboratory could be used in everyday life, specially, in the pandemic period due to COVID -19. For example, one can prepare hand sanitizer as per WHO guideline using some commonly available laboratory reagents. Being driven by the social responsibility, students of the department of Chemistry under supervision of the departmental teachers made bulk preparation of hand sanitizer and handed over bottled sanitizers to the SDO, Kharagpur for distribution among the people of Kharagpur. A hand on training of preparation of the same was also given to some selected staff of SDO office, so that they could prepare these by their own.

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

7.3 - Institutional Distinctiveness

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

Inclusive education without compromising quality is one of the domains of our institutional distinctiveness. Best quality teaching to all sections of the society irrespective of religion, caste, creed, gender and economic situation is our priority area. Being a Government aided Institution, the college has a nominal fee structure with provisions of government scholarships. This allows students from the socially/economically challenged backgrounds to get education in our college. This makes the college distinct in the district compared to other private colleges, which have inflated fee structures. As per the government policy, reservation of admission seats for SC, ST, OBC-A (Muslim) and OBC-B students is followed. Our teachers are appointed by the recommendation of the West Bengal College Service Commission. We get the best quality teachers (some of them are university toppers, rank holders and eminent researchers). Thus quality education is ensured. Since the inception of the institution, we have empowered several students from socially and economically challenged backgrounds of the villages and remote areas who have been placed in reputed institutes. We have also empowered women students in higher education, as evident from the statistics of female student percentage (78% female in PG and overall 49% female including UG & PG).

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In order to implement, the curriculum of the UG and PG syllabi effectively, as framed by the affiliating university i.e. Vidyasagar University, the teachers and management devise an action plan in the beginning of the session through different academic sub-committees. At the commencement of odd and even semesters, the class commencement notice is circulated by the Principal in accordance with the college academic calendar and university notifications. The routine committee prepares the master routine, and circulates to the departments for preparation and circulation of departmental routines. All the departments conduct internal assessments of ten marks for each paper as a part of the university prescribed examination pattern. At the end of each semester, Vidyasagar University conducts semester examination. Due to the pandemic situation, the academic curriculum delivery was conducted entirely through the online mode using different online platforms like, Google Meet, Zoom and CISCO Webex meeting etc during the entire 2020-21 academic session. In order to effectively utilise the online platforms, individual WhatsApp groups were formed for each class to provide study materials, notices and other necessary information. These WhatsApp groups have also been used for taking classes as well.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kharagpurcollege.ac.in/Physics.aspx#tab-2-6

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

At the commencement of each academic session, academic calendar is prepared by the college in consistency with the university academic calendar. The Government holiday list is also considered while preparing it. Teaching days and the tentative dates of internal assessments are mentioned in the academic calendar which

are subject to change depending on the university notifications from time to time. Based on this academic calendar and the university notifications, departments prepare the schedule of Internal Assessments of each course. The departments also notify the date and time of assessments to the students through proper channel. The Internal Assessments are conducted following this procedure taking into consideration of the learning outcomes of each course, especially after introduction of the learning outcome-based curriculum framework from academic session 2020-21. The Internal Assessments are significant as these hold weightage in the end semester results under the university evaluation framework. Each department maintains proper documentation of the evaluative internal assessment conducted during each academic session. During 2020-21 (campus-shutdown phase), posting and checking assignments, and collecting feedback were conducted through online mode. During the said phase, all written Internal Assessments were also conducted online.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
22	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
NA	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
NA	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
NA	

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

1.3 - Curriculum Enrichment

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

The institution has a well-defined code of conduct with a motto to articulate the human values and principles in campus life, social life and the national life as a whole. The emphasis is therefore given on becoming a good citizen apart from being a knowledgeable person.

The institutional code of conduct is clearly spelt out in the college webpage. There are several courses running in the college relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The course "Environmental Studies" is offered to all UG students as the AECC in semester-II. Departments of Botany, Chemistry, Physics and Zoology offer courses which cover numerous environmental aspects such as waste management, green chemistry, pollution control measures, energy conservation, renewable energy and energy harvesting, biodiversity conservation, threats and management of wetlands, organic farming, soil & water conservation, climate change, conservation genetics, environment and public health etc. Departments of Bengali, Economics, English, History, Philosophy, Political Science and Sanskrit offer courses relevant to the importance of nature and environment, women empowerment, human values, gender issues, inculcating ethical Firefox values in students through four noble truths of Buddhism and Yoga Darshana, moral issues and Dharma, professional ethics, concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change, human values through slokas, vedas, upanishads, metaphysics, logic and ethics, ethical teachings of Bhagwad Geeta, human moral consciousness etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

09

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

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

3350

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1994

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

397

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Each department takes sincere initiatives to assess the learning levels of students through the mechanisms like internal assessments, assignments, students' seminars, mentor-mentee interactive sessions, individual interactions, etc. Due to COVID related statewide institutional closure throughout the academic session 2020-21, learning levels were assessed using all the above mechanisms through online mode.

Special Programmes like remedial classes, academic counselling by the mentors, individual discussions etc. are employed for helping the slow learners to make up their learning backlogs. Study materials prepared by the teachers are uploaded in the departmental pages of the college website, so that any student can learn at her/his suitable time and scope which benefits the slow learners significantly.

Special classes are also arranged for advanced learners. Advanced learners are always encouraged to choose advanced level topics for their presentation using PowerPoint presentation and computer simulation in the Students' Seminars organized by the departments. Advanced learners are encouraged and assisted by the departmental teachers to appear in national level exams and entrance tests (like JAM, JEST, CUCET etc.) for admission to prestigious institutions like IITs, JNU, BHU, AMU, JMIU, University of Hyderabad and many other institutions for higher studies like masters or integrated research etc.

File Description	Documents
Link for additional Information	https://kharagpurcollege.ac.in/Sanskrit.aspx#tab-2-6
Upload any additional information	View File

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

Number of Students	Number of Teachers
3531	106

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Besides imparting knowledge through lectures, the institution resorts different students-centric methods of learning. The experiential learning strategies include open ended lab work, field works and projects.

Experiential learning is encouraged through field surveys and interviews conducted by the departments of Geography, English, Bengali, Zoology, Botany and Economics. This enables students to gain practical knowledge of what they learn in the classroom. However due to statewide COVID lockdown field surveys could not be conducted in the academic year 2020-21.

Participative learning is encouraged through student seminars on relevant topics, group discussions, debates, brain-storming sessions.

On special occasion, IQAC, NSS unit, Cultural Sub-Committee execute seminars and debates where students from different disciplines participate.

Problem Solving ability of the students are enhanced by conducting project works in a number of departments.

Apart from formal classes, the teachers solve the queries of the

students through assignments, discussions, problem solving through personal communications etc.

Special attentions are given to slow and advance learners while conducting classes and special care is provided outside the class as well.

Questions of national level examinations like JAM, JEST etc. are discussed in U.G. 6th SEM classes and like NET, SET etc. in P.G classes.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kharagpurcollege.ac.in/Seminar-workshop.aspx

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

Teachers use a wide range of ICT enabled tools to ensure effective teaching-learning process and the college always inspires and assists such activities.

Online depository of study materials prepared by the teachers:

Departmental pages of the college website are used as depository of study materials. The institution has access to open educational resources through INFLIBNET.

Online Teaching Mechanisms:

In the pandemic situation, all the departments created WhatsApp groups with students for sharing study materials, assignments, resource links, departmental and institutional information and online class links for classes and assignments.

Online classes have been conducted through platforms like Google Classroom, Google Meet, Zoom etc. with the help of Power-Point Presentations, Pen Tablet with Microsoft Whiteboard or Google-Jamboard etc.

Online Class Tests taken through emailed answer scripts, Google-Forms etc.

Video lectures:

These are also shared by the teachers with the students.

Google Maps and Google Earth apps:

Geography Department adopts these apps to find the distances and look at the 360-degree images of different geographical regions.

PowerPoint Presentation, Films and Documentaries:

Faculties often use PowerPoint presentation with LCD projector. Department of English, Bengali and History show films and documentaries on relevant topics to the students. However, these methods could not be practiced in the year 2020-21 due to state wide COVID Lockdown.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://kharagpurcollege.ac.in/English.aspx#tab-2-6

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

106

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

106

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

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

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

36

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1269

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal Assessment is mandatory as per the regulation of Vidyasagar University. The result of Internal Assessment(s) constitutes a part of the final score of each paper.

Of a 75 marks paper 10 marks are allotted for Internal Assessment.

Preserving the records of the internal assessments is mandatory and the evaluated answer scripts are preserved by the departments.

Internal Assessments are carried out through Class Tests and Students' Seminars etc. At least one class test of 20 marks in each paper has been made mandatory by the College. In addition to class tests, departments may conduct the students' seminars for internal assessment.

Class tests are arranged by the departments within the time span notified by the the college.

In case of class tests, evaluated answer scripts are often shown to the students so that they can learn from their checked incorrect answers and can point out any mistake in evaluation. In case of students' seminars used as internal assessments, marking on the presentation of the students are done by a number of teachers and average result is taken.

During COVID related institutional closure, all internal assessments were carried out through online mode. Some teachers used google forms for class test and shared the corrected answer scripts with the students after completion of the test.

File Description	Documents
Any additional information	View File
Link for additional information	https://kharagpurcollege.ac.in/Examination-pattern.aspx

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

Students can get their grievances related to Internal Assessments addressed through different easily accessible mechanisms.

In case of class tests, evaluated answer scripts are often shown

to the students so that they can learn from their checked incorrect answers and can point out any mistake in evaluation. In case of students' seminars used as internal assessments, marking on the presentation of the students are done by a number of teachers and average result is taken. Viva-voce is also carried out with utmost transparency.

Students can approach the respective heads of the departments anytime with their grievances / queries regarding evaluation of their answer scripts or any related issues.

Students are provided with the departmental email ids where they can send their grievances regarding internal assessments.

The college has a Students' Grievances Redressal Cell constituted as per UGC regulations. E-mail ID and contact number of the cell and names of the teachers who are the members of the cell are given to the students during the Induction Programme and the same are also displayed in the college website.

Students can also meet or write their grievances to the principal.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.kharagpurcollege.in/grievance/survey.aspx

2.6 - Student Performance and Learning Outcomes

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

Teachers are very much aware about the POs, PSOs and COs because they themselves prepare these documents according to the UGC / University syllabi.

Students are made aware about these outcomes through the college website (Link <https://www.kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf>). The courses offered by the college in an academic year are detailed in the college prospectus of the session.

Students are also informed about the POs, PSOs and COs directly in the induction programme and in the first class of each semester.

POs, PSOs and COs are also discussed by the teachers with the students as and when teachers feel the necessity.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of Course Outcomes (COs) is evaluated by the scores of the students in the examinations conducted by the affiliated university.

Attainment of Programme Specific Outcomes (PSOs) is evaluated by the performance of the students of each specific programme in

1. The admission to the higher education institutions.
2. Getting employment in government or private services based on the specific programme.
3. Self-employment based on the specific programme.

Etc.

Attainment of Programme Outcomes (POs) is evaluated by the performance of the students in

1. The admission to any professional / training courses not specific to their discipline of study in the college.
2. Getting employment in government or private services not specific to their discipline of study in the college.
3. Self-employment not based on their discipline of study in the college.

Etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf

2.6.3 - Pass percentage of Students during the year

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

1041

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

2.7 - Student Satisfaction Survey

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

<https://kharagpurcollege.in/super/SurveyReport3.aspx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

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

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

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

25

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

60

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

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

15

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

3.3 - Extension Activities

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

The Department of Chemistry organised a hand sanitizer preparation cum hands on training programme as per WHO guidelines on 24.03.2020 for the college students, teachers and staff and for the people of Kharagpur municipal area with the infrastructural support of Kharagpur College and the SDO, Kharagpur. UBA cell Kharagpur College, West Bengal (AISHE Code-C-19091), arranged COVID 19 awareness cum relief program in two adopted villages Barkola and Walipur, on 03.08.2020. Some of the teachers and students of the college along with some NSS volunteers also participated in the said programme. Maintaining preventive measures as laid by the Govt, sanitizers, masks and soaps were distributed to more than 200 families.

Two NSS units and NCC unit of the college organized following programmes throughout the year.

1. A blood donation camp on the occasion of College Foundation day on 29th August, 2020 was organised. In this camp 51 units of blood were handed over to the Blood bank of the Narayangarh Super Speciality Hospital.
2. Observed World AIDS Day on 01.12.2020.
3. 50 Years celebration of National Service Scheme Organised by NSS units on 24.09.2020.
4. Thalassaemia Awareness Programme held on 09.02.2021.
5. Health check-up and Diabetes detection held on 13.02.2021, 08.06.2021 and 22.06.2021 for the students and local people.
6. Organised Yoga camp from 21.06.2021 to 27.06.2021.
7. Celebration of 158th birthday of Swami Vivekananda on 12.01.2021.
8. Celebration of 72nd Republic day on 26.01.2021.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/NSS.aspx
Upload any additional information	View File

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

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

12

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

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

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

18

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

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

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

10

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

3.4 - Collaboration

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

55

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

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

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution offers 19 undergraduate programmes (16 Honours and 3 General) and three post-graduate programmes in three shifts e.g. Morning, Day and Evening. The total student strength including UG and PG programmes in academic session 2020-21 was 3350. B.A. General programme is held in the morning shift, while those of B.A. Honours and B.Sc. Honours & General programmes are held in the day shift. However, B.Com. Honours and General programmes are conducted in the evening shift. There are 49 classrooms, out of which four are smart classrooms. The institution has 1 auditorium, 1 Seminar Room and 4 computer laboratories. There are total 20 science laboratories for the departments of Botany (2), Chemistry (3), Physics (7),

mathematics & commerce (1), Geography (1), physiology (1), Zoology (3) and BCA & Computer science (2). Presently, there are total 109 computers available for academic purpose. Total 4 rooms have ICT facility with ceiling mount overhead LCD projectors. Five departments have portable LCD projectors and all departments have laptops/desktops which are used for the teaching learning process. Central library has a collection of 35,772 books for UG and 4004 books for PG. Central library also has N-LIST annual membership subscription for accessing online e-books and e-journals. All departments have their own seminar libraries. Students of Bengali, English, History and Physics also have access to use their departmental libraries .

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

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

Sports activities of the college are carried out by the Games and Sports Sub Committee with the technical support of department of Physical Education. The college has a big playground where football, Cricket and annual sports & athletic meet are conducted (offline activities could not be held in academic session 2020-21 due to the covid-19 restrictions). Indoor stadium is allotted for sports (Both boys and girls students) like Badminton, Volleyball etc. There are two halls (boys' & girls' common room) with facilities like Table tennis, Carrom, Chess etc. The football and cricket team of the college regularly show commendable performance in the University level competitions. The college has a swimming pool running in different shifts separately for boys & girls. There is a Yoga centre where events and practice of Yoga are frequently done.

Different seminars and cultural activities are conducted in the auditorium (H.B. Sarkar Hall). There is another stage (Mukta Mancha) for different cultural activities. Annual sports & athletic meet & social function, inter department cultural competitions are conducted every year by the respective sub-committees. Cultural programmes are of regular practice of the college during observation of college foundation day, Republic Day, Independence Day, Teachers' Day, Rabindra Jayanti, Freshers

welcome etc.

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

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

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

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

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

63.72826

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Integrated Library Management Software used is KOHA (Open-Source Software), the version is 3.14.06.000, and digitalization initiated since 2016, almost 80% completed and remaining is under process.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

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

9560

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

45

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Kharagpur College has two separate broadband connections running at the office of the Principal and the Server Room at 48 MBPS with the scheme of monthly unlimited data. The students can also access Wi-Fi facility in the college campus. There are four computer laboratories; out of which, two are allotted to the department of BCA & Computer Science, one for the department of Physics and one lab is shared commonly by Mathematics & Commerce. All departments are equipped with computer, printer and broadband internet connection. Some of the departments have LCD projectors. The regular maintenance and upgradation of computers and allied accessories is done by the local vendor as and when required. The central library "Jibananda Kendriya Granthagar" is enriched with books and E-resources for access of the students and teachers as well. Teachers regularly upload study materials to the college web portal for access of the students. The college website is regularly updated to offer online access of notices regarding admission form fill up, scholarship, exam related matters, feedback collection, career counselling, job opportunities etc. Teachers update their ICT enabled study materials as per the requirement.

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

4.3.2 - Number of Computers

137

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

26.19223

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

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

The college practices its decentralised policies for maintaining and utilizing physical, academic and support facilities through formation and functioning of different sub committees comprising teachers, non-teaching staff and students' representative. The policies through approval of Finance Sub-Committee are approved

by the Governing Body of the College. For purchasing and maintaining academic facilities like laboratory materials, equipment, computers, scanners etc, departmental committees apply to principal furnishing proper justification and approximate budget, that is forwarded to the Purchase Sub Committee, which then ensures purchase of the materials maintaining tender rules of Govt. of West Bengal. Regular maintenance is supervised by the respective HODs.

Building Sub-committee constituted by a nominee of the State Govt. and an Assistant Engineer, Paschim Medinipur Zilla Parishad, along with teaching and non-teaching staff, formulates proposal for creation of physical facilities, renovation of existing facilities and maintenance of existing infrastructure.

Academic Sub-Committee comprising all HODs looks after preparation, supervising and necessary upgradation of class routine, remedial and tutorial classes. Library Sub-Committee, headed by the librarian maintains and upgrades library facilities.

The student concession subcommittee of the college takes care of the issues related to scholarship, and concession in tuition fees to the poor but meritorious students.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1195

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

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

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

39

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://kharagpurcollege.ac.in/College-infrastructure.aspx#tab-1-4
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

53

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

53

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

22

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

269

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

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

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

10	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>Students of Kharagpur College actively participate in every sphere. Students are represented as members of various committees, such as the Cultural committee, Sports Committee, Anti-ragging cell and the Students Grievance cell etc. The students' grievances are properly communicated to the college administration through the committee. Apart from the academic and the cultural programmes of the college, the Students' Council organizes Freshers' Welcome ceremony and Raksha Bandhan every year in the college. The members also observe Teachers' Day on 5th Sept. every year by paying tributes to their teachers. They also organize the Annual Sports of the college every year in December / January with assistance from the Dept. of Physical Education. They also play a very active role in organizing the Intra college cultural competition in several events and also in celebration of the college foundation day on 29th August every year. During normal activities and the special camp of N.S.S. Units of the college, the members of the Students' Union extend their helping hands quite gladly and enthusiastically. During the COVID-19, students prepared hand sanitizer in the Chemistry department and distributed these and mask with the help UBA unit of the college.</p>	

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/Unnat-bharat-abhijan.aspx
Upload any additional information	No File Uploaded

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

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

07

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

5.4 - Alumni Engagement

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

The Alumni Association of Kharagpur College which is named as "Kharagpur College Alumni Association". The said Association was registered on 25th October, 2016 ; registration number is 7376/2016 ; Permanent Account Number (PAN) is AADTK1213G. Kharagpur College Alumni Association acts as an "Educational & Charitable Trust". As the age of this trust is only 5+ , it is not financially very sound. However, the association is very hearty in supporting the college authority for the academic and infrastructural development of the college. Alumni meets are organised every year where the existing students get opportunity to interact and share their views with the alumni. Kharagpur College Alumni Association had organised a "Virtual Quiz Competition" in association with NSS Unit, UBA Unit, Kharagpur

College, and KVBD0, Kharagpur, on 07/08/2021, a "Blood Donation Camp" in collaboration with NSS & NCC Units of Kharagpur College and KVBD0, Kharagpur, on 31/08/2021 and a one-day Webinar on "Relevance of Ramanujan in Today's Society" on 11/12/2021.

File Description	Documents
Paste link for additional information	http://kharagpurcollege.in/alumni/survey.aspx
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has a well-defined vision and mission to make concrete and dedicated effort for quality and value-based education. Principal co-ordinates on all academic matters through the heads of departments who are appointed on a rotational basis. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formatting. For each academic session, Teachers' Council nominates the committees related to the academic affairs. Teachers representatives in the Governing Body and the IQAC contribute significantly in planning and implementation of the targeted goals. Teachers act as mentors to take care of the intellectual and emotional needs of students. Feedback collected from the stakeholders is analyzed and considered in the decisions taken for the institution's continual march towards improvement.

The mission of the college is to provide value-based education for their students and toward grooming the students so that they become key role players in building a culturally sensitive and knowledge-based society. During the academic year 2020-21, the institution decided that the all departments should organize

academic seminars. Departments were encouraged to organize state level, national level or international level seminars. This was a successful programme.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_20-21.pdf
Upload any additional information	View File

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

The Governing Body, constituted by the Principal (as the Secretary Ex Officio member), two nominated persons from each of the Government of West Bengal and Vidyasagar University, one member represented the West Bengal State Council of Higher Education, three representatives from Teaching, one from Non-Teaching staff 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 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. The secretary of the Teachers' Council and different sub-committees formed by the supervision of Teachers' Council maintains effective coordination between the teaching community and the administration of the college. 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.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans (SP) are as follows:

Teaching and Learning: In addition to traditional mode of teaching, the college uses updated multimedia applications through online teaching during pandemic situation. The teachers used ICT for teaching learning purposes. The college had provided laptops with smart board enabled classrooms, own institutional email id for creating Google classroom, making ICT an integral part of the teaching learning process. Some of the teachers arranged "lecture-capture facility" through installation of recording devices (camera) during their online classes and subsequent access of the recorded lectures uploaded in the ILMS menu of the college webpage to the students that allowed better learning outcomes in tandem with the rapid and radical change of offline to online system.

Library and Physical Infrastructure / Instrumentation: Well equipped Library provided with ample on-line resources. The College has developed e-library facility. The Library is the member of UGC N-List Consortium.

Human Resource Management: Support for skill-development of the staff and faculty through training programmes, Career Advancement Scheme/Professional development through promotion to higher Scale, Encouragement provided to the faculty to join Academic Staff College Programmes, Encouragement to the faculty to participate in various activities recognized by UGC, State Govt. and Universities, Sanction of leave to the faculty members for advanced studies, research, participation in Seminars, conferences, workshops, etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kharagpurcollege.ac.in/Chemistry.aspx#tab-2-7; https://librarykgpc.wordpress.com/ , https://drive.google.com/file/d/1nk6NPq-ATPeWePyQjVD2mQlL_JUZIMLb/view?usp=drivesdk
Upload any additional information	View File

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

The Governing Body, constituted by the Principal (as the Secretary Ex Officio member), two nominated persons from each of the Government of West Bengal and Vidyasagar University, one member nominated by the West Bengal State Council of Higher Education, 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 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 and 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 and extra-curricular activities of the students. The secretary of the Teachers' Council maintains effective coordination between the teaching community and the administration of the college through these committees.

Service Rules and procedures are guided by Vidyasagar University, the rules of the state government and UGC as amended from time to time in this regard.

The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education, West Bengal

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Link to Organogram of the Institution webpage	https://kharagpurcollege.ac.in/Governing-body.aspx
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of this institution. Some of these are listed below:

- General Provident Fund (GPF) with nomination and loan facilities
- West Bengal Health Scheme (WBHS) for all medical benefits

- Gratuity and Pension Scheme of Government of West Bengal after retirement
 - Group Insurance cum Savings Scheme (GISS)
 - Child Care Leave and maternity leave for female teachers and non-teaching staff
 - Residential Quarter facility in the college campus
2. Faculty members are allowed to take duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes
3. Training programmes on soft skill are arranged for the teaching and non-teaching staff
4. Workshops for Income Tax related issues faced by teachers and non-teaching staff are resolved
5. Health awareness programmes are conducted.
6. Ramps and social washrooms to cater to the needs of the differently-abled employees

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

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

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

5

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

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

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

02

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

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

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

12

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

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

The Performance Based Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, memo no. ED-104/2013 dated 18-02-2013, memo no. Ed293/2013, 07.05.2013, memo no. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising the Government Nominee and the subject experts from the affiliating university. The verified files are then subsequently sent to the department of Higher Education, Government of West Bengal for necessary action. The Performance Based Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2020-21, the files of five faculty members for promotion to the next higher grade/level were verified by the Government/University appointed Screening/Selection Committee and sent to the government for necessary action.

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

6.4 - Financial Management and Resource Mobilization

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. 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 decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. The financial audit of the college accounts has been done up to the financial year 2019-20. All processes relating to the financial audit of the college for the financial year 2020-21 is nearly complete, and the same is likely to be conducted by the Vijay Sethia CO, Chartered Accountant, Howrah - 711101, an authorized auditor of Government of West Bengal very soon.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

00

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

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

Being a government aided institution, the source of funds is the Higher Education Department, Government of West Bengal, UGC, and students fees. The salary component of funds is fully under the jurisdiction of the Government of West Bengal. Funds were also received under the RUSA Scheme and from the research projects. Departments, Central Library and different units/cells apply to the Principal for the purchase/ maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the departmental heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all activities such as inviting tender/quotations, preparing comparative statement and payments strictly following the government guidelines in all purchases. On receipt of the respective resources, concerned department/cell/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, that delivers the equipment. Such clause is inserted in the purchase order of the equipment.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

1. Online teaching-learning process was initiated during the Lockdown period due to pandemic COVID-19, to enable the students to complete their syllabi in due time, and the same is being continued. Study materials are being uploaded in the college webpage.

2. Online mental support programme during the pandemic situation is arranged by the COVID Task Force and IQAC of the college for all the students. Mr. Prasenjit Basak, eminent Clinical Psychologist of Midnapore Medical College and Hospital has kindly

been providing the online support to the students.

3. A large number of webinars were organized by all departments of Kharagpur College to sensitize the students towards the scientific development, Indian democracy and civil society, philosophical aspects, curricular and environmental aspects.

4. Students seminars were conducted by all the departments through online mode in this academic session. Best three speakers were awarded on 5th September 2021.

5. Student Mentoring Programme and Parent Teacher Meets were also held throughout academic session. For this purpose; each student was assigned a mentor for the entire duration of his/her study in this college.

6. Scrutiny and forwarding of the applications of five faculty members for promotion under the Career Advancement Scheme

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2020-2021.pdf
Upload any additional information	View File

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

The IQAC sincerely reviewed and has suggested strategies to improve the quality of teaching-learning process from time to time during the post-accreditation period. In 2016, the NAAC report suggested that computer-aided methods were not used by the teachers of the Humanities and the Commerce streams. IQAC suggested procurement and installation of ICT tools for classroom teaching. Each department has been provided with the desktops/laptops. LCD projectors to display power-point presentations in classroom teaching were installed in the classrooms. Three classrooms (Room no. 208, 114 and B3) have been renovated and converted to smart classrooms. All teachers now use ICT-enabled tools for teaching. IQAC also organized workshop in 2019 for the designing and development of the E-content. Subscription of E-journal and N-LIST for E-resources has been

implemented. The feedback of students, teachers, alumni and employers on curricular aspects are reviewed by the IQAC to provide suggestions for implementation. The program outcomes and course outcomes have been uploaded in the college website and student orientation programs have also been organized to make students aware of the learning outcomes. Effective mentoring mechanism was also implemented by the IQAC through proper notification. Students convey their learning problems to the mentors, which are resolved.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kharagpurcollege.ac.in/assets/Pdf/Kharagpur-College-NIRF-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

A webinar titled "Socio-Psychological Role of Women in Present Pandemic Situation" was organized by Women Cell in collaboration with IQAC, Kharagpur College on 21st May 2021(Friday), from 11.30am - to 2 p.m. The inaugural speech was delivered by the Principal, Kharagpur College Dr Bidyut Samanta. A formal speech was given by IQAC Convenor, Dr Jyotirmoy Pramanik and the theme of the webinar was introduced precisely by Smt. Poulomi Talukdar. In this webinar, two resource persons were invited to deliver lecture.

Dr. Aparnita Bhattacharjee, Associate Professor, Department of History, Midnapore College(Autonomous) delivered a talk on "An Invisible Monster, Shadow Pandemic: A Peep into the Shadow Reality". She covered various important issues on women. Violence against women remains a major threat to global public health and women's health during the Pandemic.

She also said about maternal health care, HIV, violence against women and girls, impacts on mental health.

Other resource person was Smt. Anvesha Bandopadhyay, Jogamaya Devi College, Kolkata. She was talking about panic attacks and depression. She also showed the problems and gave instructions on how to get rid of this kind of problem.

All members of Women cell and approximately 95 students of our college attended the webinar.

Vending machine for sanitary napkin and incinerator are available in the Girls' common room, Library and Female staff toilet.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy

C. Any 2 of the above

conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Chemical and Biomedical waste management were not required for this academic session since practical classes were not conducted offline due to pandemic situation. Routine practices are mentioned herein.

Solid waste management:

Coloured dustbins are used to collect the solid waste in segregated form. This ass then subsequently collected by the local Municipality from the college campus.

- The Green-colored dustbins are used for wet and biodegradable wastes.
- Blue dustbins are used for disposal of plastic wrappers and non-biodegradable wastes.
- Yellow dustbins are meant for papers and glass bottles.

The entire campus is a "plastic free zone" and the institution sincerely puts efforts to maintain the same. Portion of the Biodegradable waste is used as manure for the plants in the garden.

Liquid waste management:

Liquid chemical waste products produced from the laboratories are treated before disposal. As a routine practice, chemical wastes are segregated as acids and bases.

Biomedical waste management:

As a routine biomedical waste management process in the college,

the animal anatomical waste material collected in yellow bags is disposed of in a deep burial pit constructed within the college campus. This is equally true for the used syringe and the cotton applied for blood collection.

Hazardous waste management: Practices adopted for management of hazardous chemical wastes generated in laboratories. Chemical wastes are separated into different groups and disposed accordingly.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

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

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

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

C. Any 2 of the above

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

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

C. Any 2 of the above

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

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

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservation of seats apply to SC, ST, OBC-A (Minority), OBC-B and physically challenged (PC) category. A reasonable fee structure for all students allows quality education for economically challenged ones. Some students who belong to economically challenged sections also apply to the Principal for exemption of fees. For those students, only the tuition fee is taken by the institution, as approved by the Fees-concessiun subcommittee for the benefit of the students, Departments work sincerely to cater to the needs of the first generation learners from socially challenged background and also organize remedial classes for the slow learners. Special lectures focusing on the basic moral teachings of different religions are organized. To name a few, in this context, Department of Philosophy organized a national level webinar on "Nonviolence: Its relevance of Yesterday, Today and Tomorrow, on 27.09.2020. Also, Department of Bengali organized International webinar on various dimensions of Iswar Chandra Vidyasagar as social reformer, on 26.09.2020. Socio-cultural ecology is also maintained throughout the year by observation of the birth anniversary of many great personalities. Keeping in view of this objective; cultural committee of this college is highly active throughout the year by organizing cultural events.

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

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

The duties of Higher Educational Institution count as a contribution to a flourishing society and nation as a whole, and being the citizen of India, we are accountable to discharge some moral responsibilities and duties towards the honourable Constitution of India. Ipso facto, we have been relentlessly striving to sensitize the students and employees our institution to the constitutional obligations: values, rights and responsibilities of citizen. The IQAC in association with the department of Political Science bears the sole responsibility. The teachers of the said department sensitize the employees and the students to respect national flag and the national anthem; they sensitize the students to obey the laws of our country, protect the power, unity and integrity of the country, safeguard public property. Our employees are trained to pay taxes with honesty. The institution usually organizes programmes to celebrate the following days of national and international importance to sensitize the students and employees:

1. National Yuva Divas, January 12.
2. Republic Day, January 26
3. International Women's Day, March 8.
4. World Environment Day, June 5.
5. International Yoga Day, June 21.
6. Independence Day Celebration, August 15.
7. College Foundation Day, August 29,
8. Teachers' Day, September 5.

9. NSS Day, September 24.
10. Rashtriya Ekta Divas, October 31.
11. NCC Day, November 29.
12. World AIDS Day, December 1.
13. Human Rights' Day, December 10.

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

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

B. Any 3 of the above

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

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

Every year, the institution celebrates/organizes national and international commemorative days, events and festivals in the college campus. Owing to the COVID-19 pandemic situation, these events were celebrated with restricted number of participations from the students of NSS units, teaching, non-teaching staff and student of the college during the academic session 2020-21. These events were organized by different units, committees and departments of the institution. The events included Celebration of 74th Independence Day (15.08.2020), celebration of college foundation day (29.08.2020), observation of death centenary of Gurudev Rabindranath Tagore (07.08.2020), blood donation camp on 29.08.2020, Teachers' Day Celebration (05.09.2020), AIDS awareness programme on 01.12.2020, observation of birth day of Swami Vivekananda (12.01.2021), online seminar organized by the department of Bengali to mark the bicentenary of Iswar chandra Vidyasagar and to create awareness about the role of Iswar chandra Vidyasagar in spreading education and social reforms (26.09.2020), Republic Day Celebration (26.01.2021), observation of International Yoga Day organized by two NSS units of Kharagpur College, on 21.06.2021.

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

7.2 - Best Practices

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

Best Practice 1

Title of the Practice:

STUDENT CENTRIC STRATEGIES TO ENSURE AN EFFECTIVE TWO-WAY TEACHING-LEARNING MECHANISM KEEPING PACE WITH THE OUTCOME BASED EDUCATION

Objectives of the Practice:

Today's education is undergoing a paradigm shift from traditional input-output focused education towards outcome based education. What matters is how much the students learn rather than how much we educate them. Taking it into account, the institution has taken initiatives to develop teaching-learning methodologies from the perspective of students that will benefit them in their future studies/jobs. In comparison to the small percentage of students who take advantage of work prospects, the majority of students of this institution continue their education or prepare for competitive exams.

Best Practice 2

Development of social responsibility among the students during pandemic (COVID -19) period.

Objective of the Practice:

The syllabus of Chemistry under CBCS is quite application orientated. The reagents, easily available in the chemistry laboratory could be used in everyday life, specially, in the pandemic period due to COVID -19. For example, one can prepare hand sanitizer as per WHO guideline using some commonly available laboratory reagents. Being driven by the social responsibility, students of the department of Chemistry under supervision of the departmental teachers made bulk preparation of hand sanitizer and handed over bottled sanitizers to the SDO , Kharagpur for distribution among the people of Kharagpur. A hand on training of preparation of the same was also given to some selected staff of SDO office, so that they could prepare these by their own.

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

7.3 - Institutional Distinctiveness

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

Inclusive education without compromising quality is one of the domains of our institutional distinctiveness. Best quality teaching to all sections of the society irrespective of religion, caste, creed, gender and economic situation is our priority area. Being a Government aided Institution, the college has a nominal fee structure with provisions of government scholarships. This allows students from the socially/economically challenged backgrounds to get education in our college. This makes the college distinct in the district compared to other private colleges, which have inflated fee structures. As per the government policy, reservation of admission seats for SC, ST, OBC-A (Muslim) and OBC-B students is followed. Our teachers are appointed by the recommendation of the West Bengal College Service Commission. We get the best quality teachers (some of them are university toppers, rank holders and eminent researchers). Thus quality education is ensured. Since the inception of the institution, we have empowered several students from socially and economically challenged backgrounds of the villages and remote areas who have been placed in reputed institutes. We have also empowered women students in higher education, as evident from the statistics of female student percentage (78% female in PG and overall 49% female including UG & PG).

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

7.3.2 - Plan of action for the next academic year

- To encourage faculty members of all departments for smooth conduction of mentoring & parents- teachers and student seminar.
- More number of National and International seminars and webinars to be organised by different departments.
- Convene meeting with the members of eight NAAC subcommittees, other teacher and non-teaching staff to discuss the different matrices of seven criteria of AQAR and SSR from the NAAC portal for the NAAC accreditation cycle 3 of Kharagpur College.

- Arrangement of special classes for slow and advanced learned in the departmental routine.
- Organizing events related to research methodology and entrepreneurship
- Organizing events related to career counselling of students for higher education and job opportunities
- Organizing training programmes, internship for students
- Organizing training programmes for non-teaching staff
- Introduction of an E-platform for uploading of E-content by teachers
- Encouraging faculty members to guide Ph.D. students
- Further strengthening of the Student Mentoring System
- Implementation of Faculty exchange programme
- To introduce certificate course
- Implementation of ICT facilities in more number of classrooms
- Hostel facilities for students in the college campus
- Sending proposals for financial assistance related to water conservation facilities in the college campus
- Sending proposals for financial assistance related to use of alternative sources of energy in the college campus
- Sending proposal to the NAAC by the IQAC for organization of national workshop on ICT enabled teaching and assessment
- Preparation and uploading of AQAR 2021-22 in the NAAC portal