# YEARLY STATUS REPORT - 2021-2022

| 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@mail.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. | **03222225920** |
| • 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-2020-21.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-2021-2022.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** | **2021** | **4452380** |

| | |
|---|---|
| **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 | 09 | |
|---|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • 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 | |
| • If yes, mention the amount | | |

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

• Online teaching learning process continued till offline classes started; 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. IQAC conducted students satisfaction survey.

• As per recommendation of Internal Quality Assurance Cell (IQAC) of this college, all the departments conducted semester wise mentoring and counselling of the students. Parent -teachers meetings were also conducted in all departments in this academic session. Mentor allotment of 1st semester students assigned among all the faculties and mentoring of 3rd semester and 5th semester to be continued.

• Students' progression data with their name, current institution and nature of work and a proof like identity card or copy of fees receipt etc. to be collected from the passed-out students. Phone number and email ID's of the students from 1st, 3rd and 5th semester students to be collected.

• IQAC ensured the students and teachers the access of online Library facilities through their N-LIST accounts. For this purpose, Librarian (librarianamit@kharagpurcollege.ac.in) will provide help and support. Kharagpur College Alumni Association proposed to

organize a webinar on Ramanujan's work on the occasion of celebration of India's 75th years of independence.

• IQAC took the initiative of certificate courses. One certificate course on Green Audit has been organized by the college for 15 days and 24 students successfully completed this course. Another certificate course on Yoga has been organized by the college on and from 16.06.2022 for 10 days in association with CCAE, VU. 59 students successfully completed this course. Few more courses have been proposed.

**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 |
|---|---|
| To monitor Curriculum Aspect regularly by the BOS members | 1. 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. |
| Initiatives towards Teaching Learning Evaluation | 1. Online teaching learning process continued following the University academic calendar till offline classes started 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. From November, 2021 onwards the college reverted back to offline mode and subsequent normal functioning according to university norms began. The Principal and IQAC Coordinator along with a few members of IQAC also remained present in the mentoring programmes conducted by all the departments. 3. Students' feedback on teachers' performance have been taken from the students, and this feedback |

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|---|---|
| | 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 programes 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. Librarian, Kharagpur College was the resource person there. 6. Student's seminars were conducted by all the departments during this academic session. Best three speakers were awarded. |
| IQAC encourage the teachers for Research, consultancy & extension also encourage NCC & NSS units for extension activities | 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. |
| IQAC plan to develop 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 programes for all the students in different batches to make the students aware of the e-learning facility and to get easy access |
| Initiatives towards Student Support & Progression | 1. 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. 2. The Unnat Bharat Abhiyan (UBA) unit of Kharagpur College organized a video and Poster competition for the students of Kharagpur College for COVID-19 awareness. 3. Career Counselling, Training & Placement Cell of our College in collaboration with SDO office, Kharagpur organised a Training Programme in Kharagpur College campus for the preparation of various competitive examinations for selective students of our students from 30.08.2021. Aajmol Hossen the then SDO of Kharagpur and Mr.Rana Mukherjee, Addl. SP along with our teachers Dr. Bikash Kumar Ghosh, Sk. Anisur Rahman, Sri Biswajit Koyorhi, Sri Mukul Maity used to take classes on every Saturday and Sunday. 02. Career Counselling cell organised a seminar on career development and placement for the 5th and 3rd Semester BA/BSC/Bcom (Hons&Gen) and PG students on 20.12.2021 in collaboration with WEBEL Co. a unit of Govt. of West Bengal. 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. |
| Initiatives towards 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 medasl 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 | 10/12/2022 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|--------------------|
| 2021-22 | 19/01/2023 |

## 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. Honours students are to study four generic papers from two subjects other than the honours subject. B.Sc. students of General courses are to study three different subjects and students of BA General course are to choose four different subjects in their entire course. Apart from these, all the students are to study a compulsury ENVS and AECC language in the first year. 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 4058 students enrolled during the current academic year (2021 -22) 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 a certificate course on Yoga on and from 16.06.2022 for 10 days. 59 students successfully completed this course. In addition, a certificate course on Green Audit has been organized by the college for 15 days and 24 students successfully completed this course. The Career Counselling, Training & Placement Cell of our College in collaboration with SDO office, Kharagpur organised a Training Programme in Kharagpur College campus for the preparation of various competitive examinations for selective students of our students from 30.08.2021. Aajmol Hossen the then SDO of Kharagpur and Mr.Rana Mukherjee, Addl. SP along with our teachers Dr.Bikash Kumar Ghosh, Sk Anisur Rhaman, Sri Biswajit Koyorhi, Sri MukulMaity used to take classes on every Saturday and Sunday. This cell also arranged several career development program in collaboration with WEBEL Co. a unit of Govt. of West Bengal.

**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 torched 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.

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**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.

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**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.
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 andB.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 <br><br> Number of courses offered by the institution across all programs during the year | **677** |

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 2.Student | |
|---|---|
| 2.1 <br><br> Number of students during the year | **4058** |

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 2.2 <br><br> Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **908** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 2.3 <br><br> Number of outgoing/ final year students during the year | **1147** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 3.Academic | |
|---|---|
| 3.1 <br><br> Number of full time teachers during the year | **105** |

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 3.2 | **109** |
|---|---|

| Number of Sanctioned posts during the year | |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| **4.Institution** | |
|---|---|
| 4.1<br><br>Total number of Classrooms and Seminar halls | **43** |
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **125.48** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **195** |

# 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

**The institution incorporates a planned and well-documented method to ensure proper and effective delivery of the curriculum. 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 and university academic calendar and relevant university notifications. The routine committee prepares the master routine with consultation from the HODs, 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 end-semester examination. Due to the pandemic situation, the academic curriculum delivery was conducted entirely through the online mode using different online platforms during a part of the 2021-22 academic sessions till October, 2021when the college reopened for offline mode. From November, 2021onwards the college reverted back to**

**offline mode and subsequently normal functioning according to university norms began.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.kharagpurcollege.ac.in/Routine/Central%20routine%202021-22.pdf |

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

**The academic calendar which is prepared at the beginning of each session, chalks out the framework and probable course of action for each session. The tentative dates of internal assessments are mentioned in the academic calendar. 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. All the departments conduct internal assessments of ten marks for each paper as a part of the university prescribed examination pattern. This is a continuous process which helps the institution to monitor student progress and ensure an effective delivery of the curriculum. After the conduction of the tests, feedbacks are shared with the students in the form of general discussion. 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 session 2021-22, all the internal assessmentswere conducted thorough online mode till October, 2021as the campus was in shutdown phase. It reverted back to offline pattern after the re-opening of the institution in November,2021.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://www.kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2021-2022.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 | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**2**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**83**

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

**83**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

**The Institution integrates converging issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics to understand the problems and question them. College follows a curriculum wherein several undergraduate and postgraduate courses incorporate their course topics which cover gender issues, Environment ethics and Human values. To spread awareness among the girl students, a special paper as prescribed in the syllabus on Women's Writing (For example in English literature, Sem-V, CC - 12, Philosophy, DSE - 2, Political Science- semester 1, CC - 1) is taught in classes to spread knowledge of women's rights, patriarchal oppression, etc. Environmental Studies is a part of University Curriculum where students are made aware of various factors and issues pertaining to environment. They prepare projects on several burning issues concerning environment. Certificate course on Green Audit has been conducted by the institution as a part of environment awareness outreach. English PG has courses on tribal, folk and Dalit**

literature which inculcates caste awareness among students and make them familiar with issues pertaining to the same. Students prepare projects on the same, attend workshops covering those issues which enrich their outlook on the marginalized and sub-altern sections of the societal structure.

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

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

10

| 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 | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

1851

| 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**

**B. Any 3 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**

**B. Feedback collected, analyzed and action has been taken**

| 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

**2009**

| 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**

**524**

| 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 state-wide institutional closure, one part of the academic session 2021-22 i.e. till October2021, learning levels were assessed using all the above mechanisms through online mode, remaining part of the session through offline 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://drive.google.com/file/d/1tdN5GXYjYgm sODFvqYCl838nTbm_E_r-/view?usp=sharing |
| 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 |
|---|---|
| 4058 | 105 |

| 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. 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, GoogleForms 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.**

| 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/Seminar-workshop.aspx |

**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

**105**

| 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

**105**

| 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

**42**

| 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**

**1264**

| 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.

**Kharagpur College has a transparent and continuous internal assessment system. A part of marks in each paper is awarded through internally arranged Internal Assessment examination system and the rest is awarded by the University. In case of internally arranged class tests, evaluated answer scripts are often shown to the students so that they can find their faults from the checked answers and can point out mistake (if any) in evaluation. Viva-voce is also carried out with utmost transparency. Very often, several Departments arranged students' seminars to assess students academic performance internally. A number of teachers use to mark on the presentation of the students and average result is taken. As per the regulation of Vidyasagar University, Internal Assessment is mandatory. 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.**

| 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

**As per UGC regulations, Kharagpur College has already constituted a Grievance Redressal Cell. 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**

can send their grievances regarding internal assessment to the Departmental email ids and as well as through the respective WhatsApp groups. If at any point of time during the course, a student finds himself /herself not happy with the evaluation of his/her answer script, he/she is free to relate all her grievances to the Head of the concerned Department. Now if the accusation is found justified by the Head of the Department, then H.O.D informs the concerned teacher. Again, if the complaint is against the Head of the Department, then it can be forwarded to the Grievance Redressal Cell which takes the necessary steps immediately. Complaint Box for students are placed at different places in the College campus. The College is affiliated to Vidyasagar University, Midnapore, it follows the rules and regulations set by the University. In case the grievance is against the evaluation of answer scripts of the University Examination, the photocopy of the answer-script is issued to the student on demand under R.T.I Act through the College. Re-examination of answer-script is also done on demand of students through the college.

| 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.

Programme Outcome (POs) and Course Outcome (COs) for all programmes offered by the institution are highlighted at the outset on the College Website (Link https://www.kharagpurcollege.ac.in/assets/Pdf/LearningOutcomes.pdf). And POs and COs are uploaded in the College webpage to make all the stakeholders, especially the students, aware of the objectives of the different courses offered that are expected from each course when they become graduates. Teachers are very much aware of the POs and COs, because they themselves prepare these documents according to the UGC / University syllabi. Students are also aware of the POs and COs. At the beginning of the course, each department, in its induction programme, emphasizes the programme outcomes and course outcomes. The Admission Committee with its online services helps the students to make aware of the objectives of the programme and course outcomes so that the decision-making process of the students while

**choosing their courses becomes streamlined. Hard copy and soft copy of the syllabus and learning outcome is available in each department Hard copy of the learning outcome is displayed prominently in the department. During faculty meetings in the department and after the completion of each paper/unit, the outcomes are reviewed.**

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

**In terms of Cumulative Grade Point Average (CGPA), attainment of Course Outcomes (COs) is evaluated by the scores of the students in the end-semester examinations conducted by the affiliated University. There are Six (6) end-semester examinations for the Undergraduate students and Four (4) end-semester examinations for the Postgraduate students.**

**Attainment of Programme Outcomes (POs) is evaluated by the performance of the students of each specific programme in (1) The admission to the higher education institutions for any academic/professional/training course. (2) Getting employment in government or private sectors (3) Self-employment based programme.**

| 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**

**1145**

| 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 | https://www.kharagpurcollege.ac.in/assets/Pdf/Annual-reports/Annual_reports_2021-22.pdf |

**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)**

**0**

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

**0**

| 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

**12**

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

## 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

**34**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | <u>View File</u> |

### 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**

`10`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.3 - Extension Activities

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

`Kharagpur College has two NSS units, two NCC units and one UBA unit under the coordinator ship of different faculties of the College. Around 200 students enrolled themselves for NSS volunteers, 160 students enrolled themselves as NCC cadets. These units organized a number of following extension and outreach activities in the college campus, neighborhood community and awareness program throughout the year for their holistic development and to promote a strong college-neighborhood linkage.`

`Some extension activities are as follows:`

- `Orientation program for Blood donors motivation.`
- `A blood donation camp on the occasion of College Foundation day on 29th August in every year. In this camp 50 units of blood were handed over to the Blood bank of the Kharagpur State Hospital.`
- `AIDs awareness program on 1st December of every year.`
- `Thalassemia testing for the students of Kharagpur College`
- `Routine Health checkup for all the students of Kharagpur College`
- `organized Eye Test camp on 03.01.2022.`
- `NSS units observed Azadi ka Amrit Mahotsav during 14-17 August, 2021. On this occasion, they organized cleanliness program of the campus and tree plantation also observed Independence day celebration.`
- `Observe International YOGA Day on 21st June of every year and NSS units organized a 10 days certificate course on Yoga during 16.06.2022 to 25.06.2022.`
- `The college organized a 15 days certificate course on Green Audit, 24 number of students completed this course.`

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.kharagpurcollege.ac.in/Gallery.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 | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| 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) | View File |

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

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

1075

| 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) | View File |

**3.4 - Collaboration**

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

5

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

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

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

05

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

## 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 3 post-graduate programmes in three shifts e.g. Morning, Day and Evening. The total student strength including UG and PG programmes in academic session 2021-22 was 4058. 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 38 classrooms, out of which four are smart classrooms. The institution has 1 auditorium, 5 Seminar Rooms and 7 computer laboratories. There are total 21 science laboratories for the departments of Botany (2), Chemistry (3), Physics (7), mathematics (2), commerce (1), Geography (1), physiology (1), Zoology (3) and BCA & Computer science (2). Presently, there are total 195computers available for academic purpose. Total 5 rooms have ICT facility with ceiling mount overhead LCD projectors. Four 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 35,800 books for UG and 4057 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 | <div align="center">View File</div> |
| Paste link for additional information | <div align="center">https://kharagpurcollege.ac.in/College-infrastructure.aspx</div> |

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. Indoor stadium is specially used for sports (Both boy and girl students) like Badminton, Volleyball, Table Tennis 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 an open stage (Mukta Mancha) for conduction of different cultural activities. Annual sports & athletic meet & Annual social festival, 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 | <div align="center">View File</div> |
| Paste link for additional information | <div align="center">https://kharagpurcollege.ac.in/College-infrastructure.aspx#tab-1-4</div> |

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

**09**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**09**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.kharagpurcollege.ac.in/Seminar-workshop.aspx |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**61.10458**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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)

**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 | https://docs.google.com/forms/d/e/1FAIpQLSdiUoGv45MJiJDHHl-nvsA4Co_weOXtRIUIq7om_azyj0d2sQ/viewform?usp=pp_url |

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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)**

**1.10**

| 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) | View File |

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

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

**50**

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

## 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 five computer laboratories; out of which, two are allotted to the department of BCA & Computer Science, one each for the departments of Physics 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

**195**

| 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 | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | *View File* |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**63.18**

| 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 of the laboratory equipment is supervised by the respective HODs with the assistance of the laboratory staff.**

Building Sub-committee constituted by a State Govt. nominee 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 of tuition fees etc. to the poor and meritorious students.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf |

## 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

1298

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | View File |
| 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**

**18**

| 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**

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.kharagpurcollege.ac.in/Certificate-courses.aspx |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**914**

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

**914**

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

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | 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

**12**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| 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**

**317**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

**17**

| 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.**

**05**

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

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

**Students of Kharagpur College very much actively participate in every sphere. Students are represented as a member of various committees, such as the Cultural committee, Sports Committee, Anti-ragging cell and the Students Grievance Redressal cell, ICCetc. The students' Grievancesare 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, Saraswati Puja every year in the college. The members also observe Teachers' Day on 5th Sept. every year by paying tributes to their teachers. They are actively involved to 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://www.kharagpurcollege.ac.in/College-infrastructure.aspx# |
| Upload any additional information | View File |

**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**

**44**

| 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) | View File |

**5.4 - Alumni Engagement**

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

**There is an Alumni Association of Kharagpur College which is named as "Kharagpur College Alumni Association". The said association was registered on 25th October, 2016 videregistration number7376/2016(Permanent Account Number, PAN:AADTK1213G). Kharagpur College Alumni Association acts as an "Educational & Charitable Trust".Asthe age of this trust is only 6+ , the trust is not financially very sound. However, this trust is very hearty in supporting the college authority for the academic and infrastructural development of the college. Alumni meets are organised by departments every year where the existing students get opportunity to interact and share their views with the alumni. Kharagpur College Alumni Association had organised a"Vitual Quiz Compitition" in association with NSS Unit, UBA Unit,Kharagpur College, and KVBDO, Kharagpur, on 07/08/2021.It had organised a "Blood Donation Camp" in collaboration with NSS & NCC Units of Kharagpur College and KVBDO, Kharagpur, on 31/08/2021.Apart from these, a One-Day Webinar on "Relevance of Ramanujan in Today's Society" wasalso organised by the association on11/12/2021. Alumni Association has provided Hand sanitizer machine to the Kharagpur College.**

| 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

**Vision:**

**The institution has a well-defined vision to make concrete and dedicated effort for quality and value-based education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development. The institution strives to impart a holistic education that will enable the students to face the challenges for rapidly varying society and tidy up them into empowered, environmentally conscious and socially responsible members of the community.**

**Mission:**

**The main mission is to craft the college as "A Centre of Excellence" not only for education but also for the perfection of the human personality. We have the mission like**

- **To include and empower students from various sections of the society and also from remote rural areas.**
- **To introduce vocational courses**
- **To cultivate all students with the best education possible, instilling values to go forth into the world as good human beings and to meet the challenges of the world outside the campus walls.**

- **To promote quality based education and student recruitment in different section of Industry and Corporate.**
- **To encourage extra curriculum activities with their best effort.**
- **To ensure progression of UG students in the college itself.**

**The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Prospectus/Prospectus_2021-22.pdf |
| Upload any additional information | **No File Uploaded** |

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

**The Principal is acting as the academic and administrative head of the institution. The Governing Body, comprising the President nominated by the West Bengal Government, the Principal (as the Secretary Ex Officio member), one representative from West Bengal State Council of Higher Education, two nominated persons fromVidyasagar University, three representatives from Teaching and one from Non-Teaching fraternity governs the management of the college in compliance with the opinion of the majority of the members.**

**All major decisions regarding on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with different sub committees like:**

- **Academic Sub-Committee.**
- **Admission Committee**
- **Finance Sub-Committee.**
- **Purchase Sub-Committee.**

- **Establishment Campus development Sub-committee**
- **Women Cell & ICC**
- **Anti-Ragging Committee**
- **Committee for Prevention of Sexual Harassment**
- **Grievance Redressal Cell**

- **Internal Quality Assurance Cell**
- **Research Sub-committee**
- **Student Council**
- **Routine Sub-committee**
- **Cultural Sub-committee**
- **Sports Sub-committee**
- **Canteen Sub-committee**
- **Disciplinary Sub-committee**
- **Service book, Pension and Arrear committee**
- **Students Aid fund committee**
- **Library Committee**

**Major strategies for decentralization and participative management:**

- **Regular departmental meeting organized by the Heads of the Departments.**
- **The college administration holds regular meetings of different academic administrative bodies.**

| 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

**Before the beginning of the academic session, the strategic plans are laid out by the college authority. The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans (SP) are:**

- **To increase teaching excellence in departments with optimal use of resources.**
- **To increase the potential of student interest for current courses and to create rank holders through induction and mentoring programme.**
- **To make the students more equipped in practical training and hands on experience.**
- **To increase the percentage of students progressing to higher studies and jobs.**
- **To improve the teaching learning methods based on feedback collected from stakeholders.**

- To construct/extend building for classrooms and laboratories.
- To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments and use of ICT.
- To introduce new skill based courses.
- To utilize alternating sources of energy, improved waste management practices and make a green college campus.
- To build a modernized seminar hall.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2021-2022.pdf |
| 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.

**GOVERNING BODY**

**The Governing Body of the college has 9 members including the President of the College nominated by the Government of West Bengal, The Principal being an ex-officio secretary, one representative of W.B.S.C.H.E, two affiliating University nominee, while there Teacher Representatives and oneNon-Teaching Staff Representative.**

**ADMINISTRATIVE SET UP**

**The Principal is the Secretary (Ex-officio) form the nucleus of the administration. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college.**

**THE FUNCTIONS OF VARIOUS BODIES**

**Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees.**

**SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES**

**Service Rules and procedures are guided by the Vidyasagar University and the rules of the state government.**

**The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. No. 2010Edn (CS) along with the eligibility criteria prescribed by the UGC.**

**The promotional policies for teachers are according to the guidelines of Department of Higher Education, West Bengal based on PBAS as per UGC norms.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_21-22.pdf |
| Link to Organogram of the Institution webpage | https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf |
| 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 | View File |
| Screen shots of user interfaces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

**The College undertakes various welfare activities for both the teaching as well as non-teaching staff. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-**

Teaching Staff of our institution. Some of them 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
- Child Care Leave and maternity leave for female teachers and non-teaching staff
- Residential Quarter facility in the college campus
- Paternity leave for male teachers
- Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes
- Training programmes on soft skill for the teachers and non-teaching staff
- Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff
- Health awareness programmes
- The College arranges free medical check-up facility fortnightly for all staff

| 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**

**3**

| 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**

**15**

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

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

**The Performance Based Appraisal System (PBAS) 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 of 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 Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2021-22, 19 No. of faculty members promoted to the next higher grade/level after 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 | https://www.kharagpurcollege.ac.in/assets/Pdf/6.3.5_PBAS_teaching_staff.pdf |
| 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

**Being a Government-aided institution, the main source of funds is from the Government of West Bengal. Fund is also generated from the fees paid by the students. 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 is 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. Yearly audit of the college**

finances is made on a regular basis. All processes relating to the internal financial audit of the college for the financial year 2021-22 is complete, and the same is likely to be conducted byan authorized auditor of Government of West Bengal very soon.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Financial_audit/Financial_audit_report_2021-22.pdf |
| 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)**

**80488**

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

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

Being a Government Aided institution, the source of funds is from the Higher Education Department of 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, which delivers the equipment. Such clause is inserted in the work order of the equipment. One computer laboratory is utilized by the student of BCA, Mathematics and Commerce department.

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

## 6.5 - Internal Quality Assurance System

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

- Online teaching learning process to be continued till offline classes started; 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.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.

- As per recommendation of Internal Quality Assurance Cell (IQAC) of this college, all the departments conducted semester wise mentoring and counselling of each Hons student as per NAAC guidelines. Parent -teachers meetings were also conducted in all departments in this academic session. Mentor of 1st semester students assigned among all the faculties. And mentoring of all studentsto be continued.

- Students' progression data with their name, current institution and nature of work and a proof like identity card or copy of fees receipt etc. to be collected immediately from the passed-out students.

- Students and teachers could access online Library facilities through their N-LIST accounts.

- A certificate course on Green Audit has been organized by the college on and from 13.06.2022. 24students completed this course. Another certificate course on Yoga has been organized

**by the college on and from 10.06.2022. 59students registered in this course.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://iproxy.inflibnet.ac.in:2443/login |
| 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 Internal Quality Assurance Cell continuously reviews the teaching learning process of the college with the help of Academic Subcommittee, Teachers' Council, Departmental meetings and Board of Studies of the various PG departments**

**Departments regularly monitor the progress of the learners via several assignments from time to time to identify the slow and advanced learners. Periodical Tests for assessing the progress are held at regular intervals in consonance with the Academic Calendar. The IQAC has arranged for online feedback from different stakeholders like students, teachers, parents and alumni for the overall development of the College. During regular Mentor-Mentee meeting, teachers become aware about various issues of the students and discuss necessary suggestions to solve the issues also providesfeedbacks for improvement of the results of the University examinations.**

**As per suggestion of the IQAC, most of the departments organised different skill development programs, certificate courses, students' seminar, career development program etc. for the overall development of the students. The college also planned to setup several ICT enabled class room using interactive board for more effective teaching learning methods.**

**Students and teachers could access online Library facilities through their N-LIST accounts. For this purpose, the Librarian (librarianamit@kharagpurcollege.ac.in) provided necessary help and support. Subscription of E-journal and N-LIST for E-resources has been implemented.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2021-2022.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)**

**A. All of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://kharagpurcollege.ac.in/assets/Pdf/Annual-reports/Annual_reports_2021-22.pdf |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| 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

**Kharagpur college has taken significant steps towards promoting gender equity & sensitivity on its campus in 2021-2022. To,achieve this, the college has introduced gender sensitization related topics as part of its undergraduate curriculum in many courses. These topics focuses on educating students about gender-based discrimination & violence. Additionally, the college has provided workshops & training programs to faculty members to ensure gender sensitivity in their teaching, learning & evaluations.**

Apart from promoting gender equity in curriculum, Kharagpur college has also established a gender equity cell (Women cell) that works to create a safe & inclusive environment for all students, irrespective of their gender. The cell is responsible for organizing events & campaigns to promote gender equity & raise awareness about gender-based issues. Moreover, the college has set up a women's cell that addresses the concern & grievances of female students & staff.

Kharagpur college has also made significant strides in providing better facilities for women on its campus.for example, the college has installed sanitary napkin vending machines & incinerators in all women's washrooms. Separate accommodations have been provided for female students in the hostel & female wardens have been appointed to ensure their safety & security. The college has also implemented a policy to ensure gender equity in all sports & cultural activities organized on campus.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://kharagpurcollege.ac.in/Special-committee.aspx#tab-1-3 |
| 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

**Solid waste management:**

Coloured dustbins are used to collect the solid waste in segregated form. These wastethen 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.

**E-Waste management:**

A service agreement for E-waste management is signed with Hulladek Recycling Private Limited, a company incorporated under the Companies Act 2013; to pick up, transport, carry and recycle/dispose of the E-waste from the Kharagpur College time to time. They also provided an e-waste dustbin in the college campus for the collection of e-wastes.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | https://www.kharagpurcollege.ac.in/assets/images/Seminar/Waste2.jpg |
| Any other relevant information | View File |

**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**

**A. Any 4 or all 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**

| 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**

**C. Any 2 of the above**

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | View File |
| 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).

**Kharagpur college is committed to create an inclusive environment**

that promotes tolerance & harmony towards culture, regional, linguistic, communal, socioeconomic & other diversities.

To begin with, Kharagpur college has introduced various culture & regional events on campus to celebrate the diversity of its students & staff. These events provide an opportunity for individuals to learn about different cultures & traditions, fostering a sense of understanding & respect for one another. The college also encourages students to participate in various competitions & activities to showcase their unique talents & skills.

In addition to cultural events, Kharagpur college has taken measures to promote linguistic diversity on campus. The college offers courses in various languages including regional languages which provides the students to learn & appreciate different languages, which helps in fostering a sense of inclusivity.

The college has also taken steps to promote socioeconomic diversity on campus. The college provides scholarships & financial assistance to students from economically weaker sections, ensuring that no student is left behind due to financial constraints. The college also encourages students from diverse socio-economic backgrounds to participate in various extra-curricular activities to develop their skills & talents.

Moreover, Kharagpur college has set up a committee to address any concerns related to communal diversity on campus. The committee works to ensure that all students & staff feel safe & respected, irrespective of their communal backgrounds.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| 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

We strongly believe that, as a Higher Educational Institution, Kharagpur College has been discharging its duty towards sensitization of students and employees towards constitutional obligations prudently and honestly. Endlessly, we have been nurturing Constitutional Values, inculcating the ideas of our Rights

and Duties as the citizens of India through different methods like 1) Class Teaching 2) Organizing Seminar, Special Lecture and Workshop 3) Observing Special Days and 4) Activity of NSS and NCC Units of the college.

In regard to Class Teaching, it's a straightforward task as syllabus of some subjects directly deal with the Constitutional Values, Rights and Duties. The syllabus of Political Science, History etc deals with relevant sections. To develop a pan-institutional awareness, different Departments constantly organize Students' Seminar, State level seminar, special talk and workshop where speakers from different institutions share their views and opinions in this regard. Through this, our college has been trying to enrich its employees as well as students and inculcate Constitutional Values and subsequent respect for the same. College religiously observes different days like International Human Rights Day, Republic Day, National Voters' Day, International Women's Day etc. activity of NSS AND NCC units, throughout the year enriching our students through societal activities.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [View File](View File) |
| Any other relevant information | [View File](View File) |

**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**

`A. All 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 and teaching, non-teaching staffand student of the college during a part of the 2021-22 academic sessions till end of OCtober, 2021, when the college reopened for offline mode. From November, 2021onwards the college reverted back to Physical mode and subsequently normal functioning according to university norms began. These events were organized by different units, committees and departments of the institution. The events included Celebration of 75th Independence Day (15-08-2021), Celebration of College foundation day (29-08-2021), observation of death anniversaryof Gurudev Rabindranath Tagore (07-08-2021), Blood donation camp on 29.08.2021, Teachers' Day Celebration (05-09-2021), AIDS awareness programme on 01.12.2021, observation of birth day of Swami Vivekananda (12.01.2022), Republic Day Celebration (26-01-2022), On 5th June 2022 on the occasion of world environment day NSS unit Kharagpur College arranged a tree plantation program. 7 saplings were planted at the college campus, Observation of International Yoga Day organized by Two NSS Units of Kharagpur College, held on 21.06.2022.**

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

## 7.2 - Best Practices

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

**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:**

**The present day education is worldwide experiencing a paradigm shift from the input-output based education to the outcome based education. The student-centric teaching learning process is essentially required in the present scenario. How much the students learn is important rather than how much we teach to them. The institution has therefore taken initiatives to implement the teaching-learning strategies from the students' point of view and how it will help them in their further studies/jobs.**

**Most of the students of this institution progress to higher studies or appear for competitive examinations, relative to the minimal percentage availing the job opportunities. Thus, keeping pace with the modern day higher education is intended from this practice.**

**Best Practice 2**

**Title of the Practice:**

**Conducted Students mentoring and counselling program with their parents/guardians during normal period and lockdown period.**

    **1. The Objectives:**

To increase attendance in the online/offline classes and to minimize dropouts through personal counselling and to aware their parents regarding online class routine and academic activities of the college.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | View File |
| Any other relevant information | View File |

## 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

Institutional distinctiveness is justified through empowering students in pursuit of knowledge, values and social responsibility and preparing them to face global challenges in various fields. A peaceful and successful life of any student cannot deny the aura of emotional, mental and spiritual balance of the mind coming through regular practice Yoga and Cultural activities.

Keeping in mind this fact, Kharagpur College organised following three programmes in the academic session 2021-22 – [A] Cultural Competition on 'Recitation', 'Singing', 'Creative writing', 'Nritya' and 'Poster drawing' on 12th and 13th April 2022[B] Poster and Essay Competition (15th August 2021) to commemorate 75th Independence Day of our country and [C] Certificate Courses on Yoga from 16th June to 26thJune.

We took stock of the situation and saw that the prolonged lockdown had left the students physically and intellectually handicapped, endangering their future. The cultural and yoga activities stated above during this session gave us cause to assume they would aid in re-establishing the students' academic and moral motivation.

# 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

The institution incorporates a planned and well-documented method to ensure proper and effective delivery of the curriculum. 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 and university academic calendar and relevant university notifications. The routine committee prepares the master routine with consultation from the HODs, 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 end-semester examination. Due to the pandemic situation, the academic curriculum delivery was conducted entirely through the online mode using different online platforms during a part of the 2021-22 academic sessions till October, 2021when the college reopened for offline mode. From November, 2021onwards the college reverted back to offline mode and subsequently normal functioning according to university norms began.

| File Description | Documents |
| --- | --- |
| Upload relevant supporting document | [View File]() |
| Link for Additional information | [https://www.kharagpurcollege.ac.in/Routine/Central%20routine%202021-22.pdf](https://www.kharagpurcollege.ac.in/Routine/Central%20routine%202021-22.pdf) |

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

The academic calendar which is prepared at the beginning of each session, chalks out the framework and probable course of action for each session. The tentative dates of internal assessments are

mentioned in the academic calendar. 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. All the departments conduct internal assessments of ten marks for each paper as a part of the university prescribed examination pattern. This is a continuous process which helps the institution to monitor student progress and ensure an effective delivery of the curriculum. After the conduction of the tests, feedbacks are shared with the students in the form of general discussion. 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 session 2021-22, all the internal assessmentswere conducted thorough online mode till October, 2021as the campus was in shutdown phase. It reverted back to offline pattern after the re-opening of the institution in November,2021.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://www.kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2021-2022.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 | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**2**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**83**

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

| 83 |
|---|

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

The Institution integrates converging issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics to understand the problems and question them. College follows a curriculum wherein several undergraduate and postgraduate courses incorporate their course topics which cover gender issues, Environment ethics and Human values. To spread awareness among the girl students, a special paper as prescribed in the syllabus on Women's Writing (For example in English literature, Sem-V, CC - 12, Philosophy, DSE - 2, Political Science- semester 1, CC - 1) is taught in classes to spread knowledge of women's rights, patriarchal oppression, etc. Environmental Studies is a part of University Curriculum where students are made aware of various factors and issues pertaining to environment. They prepare projects on several burning issues concerning environment. Certificate course on Green Audit has been conducted by the institution as a part of environment awareness outreach. English PG has courses on tribal, folk and Dalit literature which inculcates caste awareness among students and make them familiar with issues pertaining to the same. Students prepare projects on the same, attend workshops covering those issues which enrich their outlook on the marginalized and sub-altern sections of the societal structure.

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

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

`10`

| 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 | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

`1851`

| 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** | **B. Any 3 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** | **B. Feedback collected, analyzed and action has been taken** |
|---|---|

| 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

**2009**

| 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

**524**

| 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 state-wide institutional closure, one part of the academic session 2021-22 i.e. till October2021, learning levels were assessed using all the above mechanisms through online mode, remaining part of the session through offline 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://drive.google.com/file/d/1tdN5GXYjYqmsODFvqYCl838nTbm_E_r-/view?usp=sharing |
| 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 |
|---|---|
| 4058 | 105 |

| 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. 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, GoogleForms 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.

| 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/Seminar-workshop.aspx |

**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**

105

| 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**

**105**

| 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**

**42**

| 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**

**1264**

| 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.

Kharagpur College has a transparent and continuous internal assessment system. A part of marks in each paper is awarded through internally arranged Internal Assessment examination system and the rest is awarded by the University. In case of internally arranged class tests, evaluated answer scripts are often shown to the students so that they can find their faults from the checked answers and can point out mistake (if any) in evaluation. Viva-voce is also carried out with utmost transparency. Very often, several Departments arranged students' seminars to assess students academic performance internally. A number of teachers use to mark on the presentation of the students and average result is taken. As per the regulation of Vidyasagar University, Internal Assessment is mandatory. 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.

| 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

As per UGC regulations, Kharagpur College has already constituted a Grievance Redressal Cell. 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 can send their grievances regarding internal

assessment to the Departmental email ids and as well as through the respective WhatsApp groups. If at any point of time during the course, a student finds himself /herself not happy with the evaluation of his/her answer script, he/she is free to relate all her grievances to the Head of the concerned Department. Now if the accusation is found justified by the Head of the Department, then H.O.D informs the concerned teacher. Again, if the complaint is against the Head of the Department, then it can be forwarded to the Grievance Redressal Cell which takes the necessary steps immediately. Complaint Box for students are placed at different places in the College campus. The College is affiliated to Vidyasagar University, Midnapore, it follows the rules and regulations set by the University. In case the grievance is against the evaluation of answer scripts of the University Examination, the photocopy of the answer-script is issued to the student on demand under R.T.I Act through the College. Re-examination of answer-script is also done on demand of students through the college.

| 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.

Programme Outcome (POs) and Course Outcome (COs) for all programmes offered by the institution are highlighted at the outset on the College Website (Link https://www.kharagpurcollege.ac.in/assets/Pdf/LearningOutcomes.pdf). And POs and COs are uploaded in the College webpage to make all the stakeholders, especially the students, aware of the objectives of the different courses offered that are expected from each course when they become graduates. Teachers are very much aware of the POs and COs, because they themselves prepare these documents according to the UGC / University syllabi. Students are also aware of the POs and COs. At the beginning of the course, each department, in its induction programme, emphasizes the programme outcomes and course outcomes. The Admission Committee with its online services helps the students to make aware of the objectives of the programme and course outcomes so that the decision-making process of the

**students while choosing their courses becomes streamlined. Hard copy and soft copy of the syllabus and learning outcome is available in each department Hard copy of the learning outcome is displayed prominently in the department. During faculty meetings in the department and after the completion of each paper/unit, the outcomes are reviewed.**

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

**In terms of Cumulative Grade Point Average (CGPA), attainment of Course Outcomes (COs) is evaluated by the scores of the students in the end-semester examinations conducted by the affiliated University. There are Six (6) end-semester examinations for the Undergraduate students and Four (4) end-semester examinations for the Postgraduate students.**

**Attainment of Programme Outcomes (POs) is evaluated by the performance of the students of each specific programme in (1) The admission to the higher education institutions for any academic/professional/training course. (2) Getting employment in government or private sectors (3) Self-employment based programme.**

| 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**

**1145**

| 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 | https://www.kharagpurcollege.ac.in/assets/Pdf/Annual-reports/Annual_reports_2021-22.pdf |

**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)**

**0**

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

0

| 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**

12

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

**3.2 - Research Publications and Awards**

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

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

34

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

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

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

**10**

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

## 3.3 - Extension Activities

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

**Kharagpur College has two NSS units, two NCC units and one UBA unit under the coordinator ship of different faculties of the College. Around 200 students enrolled themselves for NSS volunteers, 160 students enrolled themselves as NCC cadets. These units organized a number of following extension and outreach activities in the college campus, neighborhood community and awareness program throughout the year for their holistic development and to promote a strong college-neighborhood linkage.**

**Some extension activities are as follows:**

- **Orientation program for Blood donors motivation.**
- **A blood donation camp on the occasion of College Foundation day on 29th August in every year. In this camp 50 units of blood were handed over to the Blood bank of the Kharagpur State Hospital.**
- **AIDs awareness program on 1st December of every year.**
- **Thalassemia testing for the students of Kharagpur College**
- **Routine Health checkup for all the students of Kharagpur**

- **College**
- **organized Eye Test camp on 03.01.2022.**
- **NSS units observed Azadi ka Amrit Mahotsav during 14-17 August, 2021. On this occasion, they organized cleanliness program of the campus and tree plantation also observed Independence day celebration.**
- **Observe International YOGA Day on 21st June of every year and NSS units organized a 10 days certificate course on Yoga during 16.06.2022 to 25.06.2022.**
- **The college organized a 15 days certificate course on Green Audit, 24 number of students completed this course.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.kharagpurcollege.ac.in/Gallery.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 | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| 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) | View File |

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

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

**1075**

| 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) | View File |

**3.4 - Collaboration**

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

**5**

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

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

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

05

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| 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 3 post-graduate programmes in three shifts e.g. Morning, Day and Evening. The total student strength including UG and PG programmes in academic session 2021-22 was 4058. 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 38 classrooms, out of which four are smart classrooms. The institution has 1 auditorium, 5 Seminar Rooms and 7 computer laboratories. There are total 21 science laboratories for the departments of Botany (2), Chemistry (3), Physics (7), mathematics (2), commerce (1), Geography (1), physiology (1), Zoology (3) and BCA & Computer science (2). Presently, there are total 195computers available for academic purpose. Total 5 rooms have ICT facility with ceiling mount overhead LCD projectors. Four 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 35,800 books for UG and 4057 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 | https://kharagpurcollege.ac.in/College-infrastructure.aspx |

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. Indoor stadium is specially used for sports (Both boy and girl students) like Badminton, Volleyball, Table Tennis 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 an open stage (Mukta Mancha) for conduction of different cultural activities. Annual sports & athletic meet & Annual social festival, 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 | https://kharagpurcollege.ac.in/College-infrastructure.aspx#tab-1-4 |

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

**09**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

`09`

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.kharagpurcollege.ac.in/Seminar-workshop.aspx |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

`61.10458`

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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)

`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 | https://docs.google.com/forms/d/e/1FAIpQLS diUoGv45MJiJDHHl-nvsA4Co_weOXtRIUIq7om_azy j0d2sQ/viewform?usp=pp_url |

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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)**

1.10

| 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) | View File |

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

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

50

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | <u>View File</u> |

## 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 five computer laboratories; out of which, two are allotted to the department of BCA & Computer Science, one each for the departments of Physics 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 | <u>View File</u> |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**195**

| 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 | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**63.18**

| 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 of the laboratory equipment is supervised by the respective HODs with the assistance of the laboratory staff. Building Sub-committee constituted by a State Govt. nominee 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 of tuition fees etc. to the poor and meritorious students.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf |

## 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

1298

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | View File |
| 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**

**18**

| 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** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.kharagpurcollege.ac.in/Certificate-courses.aspx |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**914**

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

**914**

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

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **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**

**12**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| 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**

**317**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

**17**

| 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.**

**05**

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

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 very much actively participate in every sphere. Students are represented as a member of various committees, such as the Cultural committee, Sports Committee, Anti-ragging cell and the Students Grievance Redressal cell, ICCetc. The students' Grievancesare 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, Saraswati Puja every year in the college. The members also observe Teachers' Day on 5th Sept. every year by paying tributes to their teachers. They are actively involved to 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://www.kharagpurcollege.ac.in/College-infrastructure.aspx# |
| Upload any additional information | View File |

**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**

**44**

| 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) | View File |

**5.4 - Alumni Engagement**

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

**There is an Alumni Association of Kharagpur College which is named as "Kharagpur College Alumni Association". The said association was registered on 25th October, 2016 videregistration number7376/2016(Permanent Account Number, PAN:AADTK1213G). Kharagpur College Alumni Association acts as an "Educational & Charitable Trust".Asthe age of this trust is only 6+ , the trust is not financially very sound. However, this trust is very hearty in supporting the college authority for the academic and infrastructural development of the college. Alumni meets are organised by departments every year where the existing students get opportunity to interact and share their views with the alumni. Kharagpur College Alumni Association had organised a"Vitual Quiz Compitition" in association with NSS Unit, UBA**

Unit,Kharagpur College, and KVBDO, Kharagpur, on 07/08/2021.It had organised a "Blood Donation Camp" in collaboration with NSS & NCC Units of Kharagpur College and KVBDO, Kharagpur, on 31/08/2021.Apart from these, a One-Day Webinar on "Relevance of Ramanujan in Today's Society" wasalso organised by the association on11/12/2021. Alumni Association has provided Hand sanitizer machine to the Kharagpur College.

| 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

Vision:

The institution has a well-defined vision to make concrete and dedicated effort for quality and value-based education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development. The institution strives to impart a holistic education that will enable the students to face the challenges for rapidly varying society and tidy up them into empowered, environmentally conscious and socially responsible members of the community.

Mission:

The main mission is to craft the college as "A Centre of Excellence" not only for education but also for the perfection of the human personality. We have the mission like

- To include and empower students from various sections of the society and also from remote rural areas.
- To introduce vocational courses
- To cultivate all students with the best education possible, instilling values to go forth into the world as good human beings and to meet the challenges of the world outside the campus walls.
- To promote quality based education and student recruitment in different section of Industry and Corporate.
- To encourage extra curriculum activities with their best effort.
- To ensure progression of UG students in the college itself.

The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Prospectus/Prospectus_2021-22.pdf |
| Upload any additional information | No File Uploaded |

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

The Principal is acting as the academic and administrative head of the institution. The Governing Body, comprising the President nominated by the West Bengal Government, the Principal (as the Secretary Ex Officio member), one representative from West Bengal State Council of Higher Education, two nominated persons fromVidyasagar University, three representatives from Teaching and one from Non-Teaching fraternity governs the management of the college in compliance with the opinion of the majority of the members.

All major decisions regarding on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with different sub committees like:

- Academic Sub-Committee.
- Admission Committee
- Finance Sub-Committee.

- **Purchase Sub-Committee.**

- **Establishment Campus development Sub-committee**
- **Women Cell & ICC**
- **Anti-Ragging Committee**
- **Committee for Prevention of Sexual Harassment**
- **Grievance Redressal Cell**
- **Internal Quality Assurance Cell**
- **Research Sub-committee**
- **Student Council**
- **Routine Sub-committee**
- **Cultural Sub-committee**
- **Sports Sub-committee**
- **Canteen Sub-committee**
- **Disciplinary Sub-committee**
- **Service book, Pension and Arrear committee**
- **Students Aid fund committee**
- **Library Committee**

**Major strategies for decentralization and participative management:**

- **Regular departmental meeting organized by the Heads of the Departments.**
- **The college administration holds regular meetings of different academic administrative bodies.**

| 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

**Before the beginning of the academic session, the strategic plans are laid out by the college authority. The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans (SP) are:**

- **To increase teaching excellence in departments with optimal use of resources.**
- **To increase the potential of student interest for current**

- courses and to create rank holders through induction and mentoring programme.
- To make the students more equipped in practical training and hands on experience.
- To increase the percentage of students progressing to higher studies and jobs.
- To improve the teaching learning methods based on feedback collected from stakeholders.
- To construct/extend building for classrooms and laboratories.
- To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments and use of ICT.
- To introduce new skill based courses.
- To utilize alternating sources of energy, improved waste management practices and make a green college campus.
- To build a modernized seminar hall.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2021-2022.pdf |
| 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.

**GOVERNING BODY**

The Governing Body of the college has 9 members including the President of the College nominated by the Government of West Bengal, The Principal being an ex-officio secretary, one representative of W.B.S.C.H.E, two affiliating University nominee, while there Teacher Representatives and oneNon-Teaching Staff Representative.

**ADMINISTRATIVE SET UP**

The Principal is the Secretary (Ex-officio) form the nucleus of the administration. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the

Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

Service Rules and procedures are guided by the Vidyasagar University and the rules of the state government.

The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. No. 2010Edn (CS) along with the eligibility criteria prescribed by the UGC.

The promotional policies for teachers are according to the guidelines of Department of Higher Education, West Bengal based on PBAS as per UGC norms.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_21-22.pdf |
| Link to Organogram of the Institution webpage | https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf |
| 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 | View File |
| Screen shots of user interfaces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The College undertakes various welfare activities for both the teaching as well as non-teaching staff. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of our institution. Some of them 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
- Child Care Leave and maternity leave for female teachers and non-teaching staff
- Residential Quarter facility in the college campus
- Paternity leave for male teachers
- Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes
- Training programmes on soft skill for the teachers and non-teaching staff
- Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff
- Health awareness programmes
- The College arranges free medical check-up facility fortnightly for all staff

| 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**

**3**

| 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**

**15**

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

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

**The Performance Based Appraisal System (PBAS) 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 of 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 Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2021-22, 19 No. of faculty members promoted to the next higher grade/level after 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 | https://www.kharagpurcollege.ac.in/assets/ Pdf/6.3.5_PBAS_teaching_staff.pdf |
| 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

Being a Government-aided institution, the main source of funds is from the Government of West Bengal. Fund is also generated from the fees paid by the students. 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 is 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. Yearly audit of the college finances is made on a regular basis. All processes relating to the internal financial audit of the college for the financial year 2021-22 is complete, and the same is likely to be conducted byan authorized auditor of Government of West Bengal very soon.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Financial_audit/Financial_audit_report_2021-22.pdf |
| 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)**

**80488**

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

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

**Being a Government Aided institution, the source of funds is from the Higher Education Department of 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, which delivers the equipment. Such clause is inserted in the work order of the equipment. One computer laboratory is utilized by the student of BCA, Mathematics and Commerce department.

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

## 6.5 - Internal Quality Assurance System

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

- Online teaching learning process to be continued till offline classes started; 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.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.
- As per recommendation of Internal Quality Assurance Cell (IQAC) of this college, all the departments conducted semester wise mentoring and counselling of each Hons student as per NAAC guidelines. Parent -teachers meetings were also conducted in all departments in this academic session. Mentor of 1st semester students assigned among all the faculties. And mentoring of all studentsto be continued.
- Students' progression data with their name, current institution and nature of work and a proof like identity card or copy of fees receipt etc. to be collected immediately from the passed-out students.
- Students and teachers could access online Library facilities through their N-LIST accounts.
- A certificate course on Green Audit has been organized by the college on and from 13.06.2022. 24students completed this course. Another certificate course on Yoga has been organized by the college on and from 10.06.2022. 59students

**registered in this course.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://iproxy.inflibnet.ac.in:2443/login |
| 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 Internal Quality Assurance Cell continuously reviews the teaching learning process of the college with the help of Academic Subcommittee, Teachers' Council, Departmental meetings and Board of Studies of the various PG departments**

**Departments regularly monitor the progress of the learners via several assignments from time to time to identify the slow and advanced learners. Periodical Tests for assessing the progress are held at regular intervals in consonance with the Academic Calendar. The IQAC has arranged for online feedback from different stakeholders like students, teachers, parents and alumni for the overall development of the College. During regular Mentor-Mentee meeting, teachers become aware about various issues of the students and discuss necessary suggestions to solve the issues also providesfeedbacks for improvement of the results of the University examinations.**

**As per suggestion of the IQAC, most of the departments organised different skill development programs, certificate courses, students' seminar, career development program etc. for the overall development of the students. The college also planned to setup several ICT enabled class room using interactive board for more effective teaching learning methods.**

**Students and teachers could access online Library facilities through their N-LIST accounts. For this purpose, the Librarian (librarianamit@kharagpurcollege.ac.in) provided necessary help and support. Subscription of E-journal and N-LIST for E-resources has been implemented.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2021-2022.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) | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://kharagpurcollege.ac.in/assets/Pdf/Annual-reports/Annual_reports_2021-22.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| 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

Kharagpur college has taken significant steps towards promoting gender equity & sensitivity on its campus in 2021-2022. To,achieve this, the college has introduced gender sensitization related topics as part of its undergraduate curriculum in many courses. These topics focuses on educating students about gender-based discrimination & violence. Additionally, the college has provided workshops & training programs to faculty members to

**ensure gender sensitivity in their teaching, learning & evaluations.**

**Apart from promoting gender equity in curriculum, Kharagpur college has also established a gender equity cell (Women cell) that works to create a safe & inclusive environment for all students, irrespective of their gender. The cell is responsible for organizing events & campaigns to promote gender equity & raise awareness about gender-based issues. Moreover, the college has set up a women's cell that addresses the concern & grievances of female students & staff.**

**Kharagpur college has also made significant strides in providing better facilities for women on its campus.for example, the college has installed sanitary napkin vending machines & incinerators in all women's washrooms. Separate accommodations have been provided for female students in the hostel & female wardens have been appointed to ensure their safety & security. The college has also implemented a policy to ensure gender equity in all sports & cultural activities organized on campus.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://kharagpurcollege.ac.in/Special-committee.aspx#tab-1-3 |
| 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

**Solid waste management:**

Coloured dustbins are used to collect the solid waste in segregated form. These wastethen 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.

**E-Waste management:**

A service agreement for E-waste management is signed with Hulladek Recycling Private Limited, a company incorporated under

the Companies Act 2013; to pick up, transport, carry and recycle/dispose of the E-waste from the Kharagpur College time to time. They also provided an e-waste dustbin in the college campus for the collection of e-wastes.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | https://www.kharagpurcollege.ac.in/assets/images/Seminar/Waste2.jpg |
| Any other relevant information | View File |

| 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 | A. Any 4 or all 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:<br><br>1. Restricted entry of automobiles<br>2. Use of Bicycles/ Battery powered vehicles<br>3. Pedestrian Friendly pathways<br>4. Ban on use of Plastic<br>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 | View File |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | View File |
| 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).

Kharagpur college is committed to create an inclusive environment that promotes tolerance & harmony towards culture, regional, linguistic, communal, socioeconomic & other diversities.

To begin with, Kharagpur college has introduced various culture & regional events on campus to celebrate the diversity of its students & staff. These events provide an opportunity for individuals to learn about different cultures & traditions, fostering a sense of understanding & respect for one another. The college also encourages students to participate in various competitions & activities to showcase their unique talents & skills.

In addition to cultural events, Kharagpur college has taken measures to promote linguistic diversity on campus. The college offers courses in various languages including regional languages which provides the students to learn & appreciate different languages, which helps in fostering a sense of inclusivity.

The college has also taken steps to promote socioeconomic diversity on campus. The college provides scholarships & financial assistance to students from economically weaker sections, ensuring that no student is left behind due to financial constraints. The college also encourages students from diverse socio-economic backgrounds to participate in various extra-curricular activities to develop their skills & talents.

Moreover, Kharagpur college has set up a committee to address any concerns related to communal diversity on campus. The committee works to ensure that all students & staff feel safe & respected, irrespective of their communal backgrounds.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| 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

We strongly believe that, as a Higher Educational Institution, Kharagpur College has been discharging its duty towards sensitization of students and employees towards constitutional obligations prudently and honestly. Endlessly, we have been nurturing Constitutional Values, inculcating the ideas of our Rights and Duties as the citizens of India through different methods like 1) Class Teaching 2) Organizing Seminar, Special Lecture and Workshop 3) Observing Special Days and 4) Activity of NSS and NCC Units of the college.

In regard to Class Teaching, it's a straightforward task as syllabus of some subjects directly deal with the Constitutional Values, Rights and Duties. The syllabus of Political Science, History etc deals with relevant sections. To develop a pan-institutional awareness, different Departments constantly organize Students' Seminar, State level seminar, special talk and workshop where speakers from different institutions share their views and opinions in this regard. Through this, our college has been trying to enrich its employees as well as students and inculcate Constitutional Values and subsequent respect for the same. College religiously observes different days like International Human Rights Day, Republic Day, National Voters' Day, International Women's Day etc. activity of NSS AND NCC units, throughout the year enriching our students through societal activities.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

| | |
|---|---|
| **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** | A. All of the above |

**programmes on Code of Conduct are organized**

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

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

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 and teaching, non-teaching staffand student of the college during a part of the 2021-22 academic sessions till end of OCtober, 2021, when the college reopened for offline mode. From November, 2021onwards the college reverted back to Physical mode and subsequently normal functioning according to university norms began. These events were organized by different units, committees and departments of the institution. The events included Celebration of 75th Independence Day (15-08-2021), Celebration of College foundation day (29-08-2021), observation of death anniversaryof Gurudev Rabindranath Tagore (07-08-2021), Blood donation camp on 29.08.2021, Teachers' Day Celebration (05-09-2021), AIDS awareness programme on 01.12.2021, observation of birth day of Swami Vivekananda (12.01.2022), Republic Day Celebration (26-01-2022), On 5th June 2022 on the occasion of world environment day NSS unit Kharagpur College arranged a tree plantation program. 7 saplings were planted at the college campus, Observation of International Yoga Day organized by Two NSS Units of Kharagpur College, held on 21.06.2022.

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

## 7.2 - Best Practices

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

**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:**

**The present day education is worldwide experiencing a paradigm shift from the input-output based education to the outcome based education. The student-centric teaching learning process is essentially required in the present scenario. How much the students learn is important rather than how much we teach to them. The institution has therefore taken initiatives to implement the teaching-learning strategies from the students' point of view and how it will help them in their further studies/jobs.**

**Most of the students of this institution progress to higher studies or appear for competitive examinations, relative to the minimal percentage availing the job opportunities. Thus, keeping pace with the modern day higher education is intended from this practice.**

**Best Practice 2**

**Title of the Practice:**

**Conducted Students mentoring and counselling program with their**

parents/guardians during normal period and lockdown period.

1. The Objectives:

To increase attendance in the online/offline classes and to minimize dropouts through personal counselling and to aware their parents regarding online class routine and academic activities of the college.

| File Description | Documents |
| --- | --- |
| Best practices in the Institutional web site | View File |
| Any other relevant information | View File |

## 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

Institutional distinctiveness is justified through empowering students in pursuit of knowledge, values and social responsibility and preparing them to face global challenges in various fields. A peaceful and successful life of any student cannot deny the aura of emotional, mental and spiritual balance of the mind coming through regular practice Yoga and Cultural activities.

Keeping in mind this fact, Kharagpur College organised following three programmes in the academic session 2021-22 – [A] Cultural Competition on 'Recitation', 'Singing', 'Creative writing', 'Nritya' and 'Poster drawing' on 12th and 13th April 2022[B] Poster and Essay Competition (15th August 2021) to commemorate 75th Independence Day of our country and [C] Certificate Courses on Yoga from 16th June to 26thJune.

We took stock of the situation and saw that the prolonged lockdown had left the students physically and intellectually handicapped, endangering their future. The cultural and yoga activities stated above during this session gave us cause to assume they would aid in re-establishing the students' academic and moral motivation.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

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 and to conduct different skill enhanced courses.
- To encourage the students for submitting feedback on teachers and on the different facilities of the institution.
- More number of National and International seminars and webinars to be organised by different departments.
- Convene IQAC meeting with the members of eight NAAC subcommittees, other teachingand non-teaching staff to discuss on the necessary activities associated with the NAAC Pear team visit for cycle 3 accreditation of Kharagpur College.
- Arrangement of special classes for slow and advanced learned in the departmental routine.
- To conduct more number of certificate course on skill enhancement.
- Organization of events related to research methodology and entrepreneurship
- Organization of events related to career counselling of students for higher education and job opportunities
- Organization of training programmes, internship for students
- Organization of training programmes for non-teaching staff
- Implementation of ICT facilities in a greater number of classrooms
- Construction of two computer laboratory for Mathematics and Commerce department according to their CBCS syllabus.
- Hostel facilities for students in the college campus
- Sending proposals for financial assistance related to renovation of the existing building and purchasing equipment for lab-based department andComputer and related accessories for office and all the departments.
- Sending proposal to the NAAC by the IQAC for organization of national workshop on ICT enabled teaching and assessment
- Preparation and uploading of AQAR 2022-23 in the NAAC portal.