

Format for Institute Academic Audit

Name of the Institute : Kharagpur College

Date : 28/04/2023

Name, Designation and Address of Academic Audit Experts:

- 1) Prof. (Dr.) Madhumangal Pal
Professor in Mathematics and Director, IQAC, Vidyasagar University
- 2) Prof. (Dr.) Chhanda Ghosal
Professor in Bengali, Vidyasagar University
Member of the G.B., Kharagpur College

Members of Staff Present:

1. Dr. Bimal Krishna Das, Associate Professor and Member of the G.B.
2. Dr. Mahadev Mukhopadhyay, Associate Professor and Bursar
3. Dr. Jyotirmoy Pramanik, Associate Professor and IQAC Coordinator
4. Dr. Rakhal Chandra Bhunia, Associate Professor and Secretary, Teachers' Council
5. Dr. Indranil Chakraborty, Associate Professor and IQAC Co-Coordinator

Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Curriculum and syllabus are designed by the affiliating University. But, teachers of the college submit their feedback on syllabus to the IQAC and same is forwarded to the University. Apart from this, teachers participate in the workshops organized by the affiliating university for amendment of the syllabus from time to time.	

	Contents of the Curriculum	Yes	<p>BA/BSC/BCOM Honours courses in 16 subjects, 3 General courses and 3 Post Graduate courses in Bengali, English and History are running as per the curriculum of Choice Based Credit System of Vidyasagar University.</p> <p>The students of each Honours course need to study Fourteen Core Courses (CC), Four Skill Enhancement Courses (SEC), Four Discipline Specific Elective (DSE) courses from the Honours subject and 4 Generic Elective (GE) courses from two subjects other than the Honours subjects, one Ability Enhancement Compulsory Course (AECC) subject (English/Bengali/Hindi) and one AECC on Environmental Studies. Total credit for Honours course is 142.</p> <p>The students of B.Sc. General course need to study Twelve Discipline Specific Core (DSC) courses on three subjects, Six Discipline Specific Elective Courses (DSE), Four Skill Enhance Courses (SEC) on the same three subjects, One AECC subject (English/Bengali/Hindi) and One AECC on Environmental Studies. Total Credit for the BSc General Course is 122.</p> <p>The students of BA/BCOM General need to study Eight Discipline Specific Core (DSC) courses on two subjects, Four Discipline Specific Elective Courses (DSE), Four Skill Enhance Courses (SEC) on the same two subjects, Two Generic Elective courses on one different subject, One AECC subject (English/Bengali/Hindi) and One AECC on Environmental Studies. Total Credit for BA/BCOM General course is 122.</p>	
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	Validation done	Yes	Syllabus and Curriculum and Regulations of affiliating university is followed. Validation is done by the affiliating university during the students' registration process.	
	IDC /EDC	Yes	AECC (MIL), AECC(Environmental Studies) and different certificate courses like, Yoga, Green Audit, Mushroom cultivation, Basic Computer and Microsoft office etc. For the PG Program, inter disciplinary courses are to be chosen in 2 nd and 3 rd semester.	
	Credits allotted/distribution -logic	YES	Each UG (Honours) course = 142 credits. Each UG (General) courses = 122 credits Each PG (Arts) courses = 84 credits Logic: Core Course (CC), Discipline Specific Elective (DSE), Generic Elective(GE) courses are of 6 (six) credit each and Ability Enhancement Compulsory Courses (AECC) & Skill Enhancement Course (SEC) are of 2 (two) credits each excluding Environmental Studies (ENVS) which is of 4 (four) credits.	

Curriculum Transaction	Teaching methods & Teaching aids	Yes	Along with the conventional chalk & talk methods, teachers also use ICT enabled teaching aids (LCD projectors, interactive boards, smart classroom, models etc.) for teaching.	
	E-learning modules	Yes	Study materials and modules prepared by the teachers are regularly uploaded in the college webpage for the benefit of the students. Also, reference books and e-study materials (webpage link, YouTube link, NPTEL, MOOC and SWAYAM etc.) are provided to the students. IQAC ensures the students and teachers the access of online Library facilities through their N-LIST accounts.	
	Project work UG/PG	YES	<p>AECC (Environmental Studies) project work is compulsory for all 2nd semester students of B.A./B.Sc./B.Com. Hons & General. Following UG/PG courses have additional scope of experiential learning through project work/field work.</p> <ol style="list-style-type: none"> 1. B.Sc. Honours in Botany 2. B.Sc. General in Botany 3. B.Sc. Hons in Economics 4. B.Sc. Hons in Geography 5. B.Sc. Hons in Zoology 6. B.A. Hons in Bengali 7. B.A. Hons in Political Science 8. M.A. in Bengali 9. M.A. in English 	

	Internal assessment– components –Uniqueness	Yes	All the departments conduct two internal assessments of tenmarks 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.	
	Student support–remedial coaching	Yes	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. Special programmes like remedial classes, academic counselling by the mentors, individual discussions etc. are arranged for helping the slow learners to make up their learning backlogs. Special classes are also arranged for different Entrance/ Competitive Examinations for the identified advanced learners.	
	Parents meeting – evaluation of student’s progress	Yes	Parent- teacher meetings are regularly conducted by the academic departments to make the parents aware of their wards progress. During the meeting, suggestions are also sought from the parents regarding improvement of the teaching learning process.	
	Feedback from students	Yes	For quality improvement of the teaching learning process, students’ feedback on teachers’ performance are taken through online mode after completion of the last internal assessment in each semester.	

	Steps taken on the feedback	Yes	<p>After collecting the feedback through online mode from the students, these are preserved in the college server. Each student provides their feedback about institutional facility, on curriculum and teaching quality of individual teachers. These feedbacks are collated, analyzed by the standard software and the item wise output is converted into bar diagrams on a ten-point scale, and the same is intimated to the teacher concerned by the principal at a convenient time. Looking at these bar diagram, the teachers can assess themselves and can fetch necessary changes in his/her pedagogic style for the betterment of the students and entire academic system</p>	
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Faculty Profile (2021-22)	Projects completed/ ongoing	Yes	NIL	
	Seminars / conferences attended	Yes	The teachers regularly attend national and international seminars/conferences etc. and many of them present research papers and invited lectures.	

	<p>Papers/ articles /books Published outstanding five publications from SocialScience/ Science/ Commerce/and others</p>	<p>Yes</p>	<p>Research paper Published: 34, Book publishes: 10 (during the session 2021-22) https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdjI6Ikk03WG83RldWUDZzc0RsN3JlVDZmQnc9PSIsInZhbHVlIjojSUxLcT M1Z21zTmM1VC9SZkRnQU1NemRrYTVUKzdvdDdxMG9pWXo0anc3WHR6dlZxMkJ6N1g5VjI1WXlkVXlBMCIIm1hYyI6ImIxYzg5MwY3MwYmNmMjIOTAI0GE0NDc1OGVknjIhYmJjYjE4MDE3ZDdkNGE1MDA4YTE1NzNhYTMiLCJ0YWciOiIifQ==</p> <p>https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdjI6Ikpzbi9xamlIK3FRcGhraGhKNWRRMIE9PSIsInZhbHVlIjojFNEyTZ4OTZrUUNCdjdUZVN3WmdlMmQybTVFQWR2MGZNMHp4Q2NGOVZrUUZXYTI6YktWSEhiL0syM1RFUE52UyIsIm1hYyI6ImNDI1NTBhZjQyN2UwNmQ0ZDAzN2Y0MGM1OTA4NjkyOGI2YzU3N2M5MwY1NzM4YzQxOWY3ZDM1NGEwMWEzMDAiLCJ0YWciOiIifQ==</p>	
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	FDP /RC /OC /Training Program/Workshop	Yes	<p>15 teachers attended. (During 2021-22) https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6InVzYXpWazFrMUZ2b1F6SVlkZ3ZvZ3c9PSIsInZhbHVlIjoieEZCb1NNMFF1MmRtWHJPbTlCbzduSFpZQXZ6TWJXLY83V0tqNFRJTzQvNmwxZTdDNHdkWDdmSkh0R0hDdXNlVylsIm1hYyI6ImVkZTFkN2IxZjFmZThiOThkNTc1NzBkZjQyM2Y3NjI4YWNjOGUxNjlmNTMxYmQ3ZDY5NDE4NGUzMWYwYmMyYjciLCJ0YWciOiIifQ==</p>	
	Preparation of E-learning materials /Content	Yes	<p>Study materials and modules prepared by the teachers are regularly uploaded in the college webpage for the benefit of the students. Also, reference books and e-study materials (webpage link, Youtube link, NPTEL, MOOC, SWAYAM etc.) are provided to the students. IQAC ensured the students and teachers the access of online Library facilities through their N-LIST accounts.</p>	
	Actedas resourcepersons	Yes	<p>Eight teachers acted as resource persons in different national level seminars in the college and University levels.</p>	
	M.Phil & Ph.D awarded	Yes	<p>PhD: 44, M.Phil: 20 Four teachers obtained PhD degree in 2021-22</p>	

Profile of Students (2021-22)	Demand ratio(Applications received Vs Sanctioned Strength)	Yes	15305:2009 = 7.61:1	
	Students 'involvement in extra-curricular & Co-curricular activities	Yes	1075 students involved.	
	Study tour/industrial visits/ exhibitions/ Internship/ Training	Yes	1851 students participated. https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6ImtsNUdWV2Ziem9rM3ZrenZJcWNDSVE9PSIsInZhbHVlIjojY1NjRTJqUHB2QXNQOGFVZTBYSjFMSzBqOGc5TkxkZGhzN2JPc3NtNXI1TUFEdG1pQ3BYUzZuUFIKc1VzM0FoSSIsIm1hYyI6IjY3NTFiMDY3NzVhZTE3NzdiYTeyNTIwM2RiYzcxZjg3NTg5YTk2ZTM3MjdmYjZiZTkxNTBknjllNmU5NGQ1ZGEiLCJ0YWciOiIifQ==	
	Achievements	Yes	12 students have received recognition from different Government/ government recognized bodies https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6ImtsNUdWV2Ziem9rM3ZrenZJcWNDSVE9PSIsInZhbHVlIjojMURRYU8zWjBHVmV3b0hiZ2xsd0U5ZDJMRHUrVmXSU1h6eWZHd0lMbWEyWWRTVHhTMEJhaUF5RmJrcGdJWjJzNCIsIm1hYyI6IjY3NTFiMDY3NzVhZTE3NzdiYTeyNTIwM2RiYzcxZjg3NTg5YTk2ZTM3MjdmYjZiZTkxNTBknjllNmU5NGQ1ZGEiLCJ0YWciOiIifQ==	

Infrastructure in the Institute	No. of class rooms	Yes	There are 38 classrooms, out of which four are smart classrooms. The institution has 1 auditorium, 5 Seminar Rooms and 7 computer laboratories.	
	No. of laboratories	Yes	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).	
	No. of computers–for teachers	Yes	26	
	No. of computers–for students	Yes	167	
	No. of computers –research scholars	Yes	02	
	No. of instruments	Yes		

VI.0 Activities Of the Institute	MoUs signed	Yes	05 https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IIFDYmNEcklkRDkxRFd5WVhvTFhuQWc9PSIsInZhbHVlIjojMDg0ZFltSnNVL21vc29GMnV4aElkVDE2SlhZWThkMTd3d1djeVJ5ZEtzeGkzcmNPUjZ_Xa3g1NHczSTFuMC95NSIsIm1hYyI6IjY0Njk4ZWVjMTdjMWM4ZWQ0OWNkM2UzM2U1YjcwNTM2ZGYzZWEzNWQ5ZWYxYWNiNThmMmU4NzRIOTIIY2FhMjciLCJ0YWciOiIifQ==	
	Consultancy	Yes	NIL	
	Collaborations	Yes	05 https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IIFDYmNEcklkRDkxRFd5WVhvTFhuQWc9PSIsInZhbHVlIjojMDg0ZFltSnNVL21vc29GMnV4aElkVDE2SlhZWThkMTd3d1djeVJ5ZEtzeGkzcmNPUjZ_Xa3g1NHczSTFuMC95NSIsIm1hYyI6IjY0Njk4ZWVjMTdjMWM4ZWQ0OWNkM2UzM2U1YjcwNTM2ZGYzZWEzNWQ5ZWYxYWNiNThmMmU4NzRIOTIIY2FhMjciLCJ0YWciOiIifQ==	
	Association Meetings	Yes	02	

	Guestlectures	Yes	Five teachers from the neighboring colleges are engaged in regular classes on curriculum as Guest Teachers. Apart from these regular classes, few teachers are also invited to deliver special lectures.	
	Conference/Seminar / Workshop conducted	Yes	12 conference/seminar conducted. https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdii6InIyNEVndk5vTzBDOHk1TWxXRDRwakE9PSIsInZhbHVlIjoizkJOVnpDVzF4R3VRU3IOZHlpZGVhRytkd0JnaFJNSHVkRnFFZ0ZqTmJwNC8wWFFibTloQ2RXOVU3djNYNHVabSIsIm1hYyI6IjEwOGQ3MTNkMzY4NmM5YTk2NDAzMDE5MTZmNzAIOGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDczMGEzODEiLCJ0YWciOiIifQ==	
	ExtensionActivity	Yes	18 numbers of extension activities conducted by the institution. https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdii6In5N0toUFArNmJtVFdCR2dEV1YvTnc9PSIsInZhbHVlIjoifEpyYndwV2RUckV1a0hvdDB6U1RDcjIyN3oxRWd2R3QvMGhBTXo0bEh4MkNHamp5bE0vMVdJQzJOTTFyazQxSyIsIm1hYyI6IjYyNjY3OGM2NjBkOGQ3YmQyZjA3YjIzYzY5YzkyNmZlYzRmZDRkZWNIbGZkZWZlMDFmMTJmZmI0OGZkMwI0NzIiLCJ0YWciOiIifQ==	

	Interaction with Industry / Research Centers/ Educational Institutions	Yes	05 numbers of collaborations has been made. https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IkpMWnhuREM5bzN4ck5ocktoMHI0ckE9PSIsInZhbHVlIjojVFZ3c1ZSUjBHejk4MS90bnRlSUVKVUUh3ZXJvQXBGMGhnczJsWG5ndWhTaVIDTmtFNGR0WjljRzA3dHVYYV0JmeCIslm1hYyI6IjEyMmFmNzIzZTUxNzRhZTE5YzgwNDBkYjc4OTQyNGU4ODc3OWZiMDA3M2Y0YjU2ZDgzODk1Yjc0NjVhMTQyNTQjLCJ0YWciOiIifQ==	
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	Newsletters /Magazine	Yes	NIL	
	Placement	Yes	<p>Kharagpur college has an active career counselling & placement cell. Training for competitive examinations, on-campus placement drive, internship program, different skill enhancement courses, job fair etc are organized by this cell. During 2021-22 session, 12 students have been placed in different organizations through campus recruitment process.</p> <p>https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkx5bk1LSkhpc3VOOFIjZkl1YjFqNWc9PSIsInZhbHVlIjoieSEJuU0pPRVJJSjM0Z5SVY3b0Z5aXlzY09wcHR3cmRmb0srNjUxNVdq3BRRVhqaTEyYmY0NH12VksBdDaxTCIsIm1hYy16IjMyZmJlMDU5NmZmNDQ2NmNkM2VINWU2MmVIOTUwYjM0MjVI NDliNzRkZmMwMDFjOGYyZmZiOTNhZjcyNGQyNDEiLCJ0YWciOiIifQ==</p>	

Please comment on SWOC Analysis :(250 Words)

Strength:

- (i) Good number of well qualified and motivated teachers
- (ii) Meritorious and obedient students
- (iii) Departmental library and reading room
- (iv) Conducive teacher-student relationship
- (v) Internet connection in the departments

Weakness:

- i) Lack of Adequate number of teachers in few subjects like Geography, Botany, Zoology, BCA, Hindi, Sanskrit and Physical Education.
- ii) All the Government sanctioned clerical posts (UDC & LDC) are vacant for quite long time. Most of the Government sanctioned Group D posts are also vacant.
- iii) Frequent examinations disrupt normal classes and other student activities.
- iv) Shortage of class room.

Opportunities:

- i) Higher Education Department, Government of West Bengal may create new teaching posts to recruit young teachers. Otherwise, HED may allow the college to appoint Guest Teachers.
- ii) HED may transfer few clerks to Kharagpur College from some other colleges.
- iii) Vertical extension of Class room building may create twelve more class rooms. Enough space is also available for new construction.

Challenges:

- i) All the six number of Government sanctioned posts of Upper Division Clerk (UDC) and five number of Government sanctioned posts of Lower Division Clerk are vacant for more than one year. To run the college smoothly without any clerical staff has become challenging.
- ii) A large number of students of the college are from needy family and are engaged in different part time jobs. To bring these students to the classes regularly is also challenging.

Best Practice (s) /Innovations of the Institute:**(i) Best Practice 1**

(ii) Title of the Practice:

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

(iv) Best Practice 2

(v) Title of the Practice:

- (vi) Conducting Students mentoring and counselling program with their parents/guardians during normal period and lockdown period.

<https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/>

[BEST-PRACTICES-2021-22.pdf](#)

Future Plans of the Institute: (250 Words)

- 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.
- 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 more classrooms
- Construction of two computer laboratories for Mathematics and Commerce departments
- Sending proposals for financial assistance related to renovation of the existing Hostel building
- Purchasing equipment for lab-based department, computer and related accessories for office and all the departments.
- Creation of more class rooms
- To provide furniture in the newly constructed class rooms and 1st floor of the central Library
- To complete the electric wiring and plumbing works in the newly constructed class rooms from RUSA Fund
- Construction of rooms for Examination Cell

Signature of the Academic Audit Experts

(i) (Prof. (Dr.) Madhumangal Pal)
Professor in Mathematics and Director, IQAC, Vidyasagar University

Director
Internal Quality Assurance Cell
Vidyasagar University
Midnapore 721102

Chhanda Ghoshal 11.05.2023

(ii) (Prof. (Dr.) Chhanda Ghosal)
Professor in Bengali, Vidyasagar University
Member of the G.B., Kharagpur College

Signature of the Principal with Seal

Principal
Kharagpur College

