

### **Action Taken Report for the session 2022-23**

- i) As per recommendation of Internal Quality Assurance Cell (IQAC) of the college, all departments conducted student's seminars, semester wise mentoring and counselling of the students. Parent-teachers meetings were also conducted in this academic session. Mentor allotment of 1st semester students was also done.
- ii) 08 classrooms have been equipped with modern interactive flat touch panels.
- iii) Several certificate courses have been conducted by different departments.
- iv) Students' feedback on teachers have been analysed and sent to the teachers for quality improvement. Teachers' feedbacks on syllabus have also been sent to the affiliating university.
- v) Several new MoUs have been made functional and three existing MoUs have been renewed. One additional MoU on e-waste management has been signed and e-wastes of the college have been removed.
- vi) Remedial books stock has been shifted to the central library.
- vii) Internet bandwidth has been enhanced to increase the browsing speed in the campus.
- viii) Teaching plan for even semesters (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup>) prepared by the faculty members have been uploaded to the college webpage
- ix) Around 45 desktops have been purchased for students' use in the library and computer laboratory.
- x) The institutional environment and energy initiatives are confirmed through Energy, Environment and Green Audit certificate by the Greenvio Solutions, Palghar District, Maharashtra- 401208. Sustainability index certificate has also been provided by the MGNCRE, Govt of India in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management.
- xi) Professional development program on "The use of SMART Boards for Smarter Teaching- Learning Process was organized by the IQAC on 27.05.2023.
- xii) Two days training cum orientation program for non-teaching laboratory staff was conducted by the lab based departments.
- xiii) Online feedback has been taken from all the stakeholders i.e. students', teachers, parents and alumni. These feedbacks were discussed in the IQAC meeting and



communicated to the individual teachers by the Principal for quality improvement of teaching learning process.

xiv) The college has registered all the students in the platform of Internshala for providing Internship opportunity to the students.

xv) AQAR 2021-22 prepared and submitted to the NAAC portal on 04.04.2023 and it was accepted on 24.04.2023.

xvi) Kharagpur College has participated in the National Institutional Ranking Frameworks (NIRF) -2023.

xvii) Preparation of AQAR 2022-23 is going on.

① 19/07/2023

Signature of the Principal

Principal  
Kharagpur College



19/07/2023

Signature of the IQAC coordinator

Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305

### Action Taken Report for the session 2021-22

- i) Online teaching learning process continued till offline classes started.
- ii) 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
- iii) Mentor -Mentee allotment of 1<sup>st</sup> semester students has been assigned among all the faculty members, and mentoring of 3<sup>rd</sup>sem and 5<sup>th</sup>sem were continued.
- i) Faculty members of all departments were encouraged for smooth conduction of mentoring, parents- teachers meeting and students' seminar.
- ii) Kharagpur College Alumni Association organized a webinar on Ramanujan's work on the occasion of celebration of India's 75<sup>th</sup> year of independence.
- iii) Eighteen teachers have been promoted to higher stages as per Career Advancement Scheme.
- iv) Preparation of AQAR 2020-21 is nearly completed and it will be submitted to the NAAC portal shortly.
- v) Teaching plan for odd semesters (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup>) prepared by the faculty members have been uploaded to the college webpage
- vi) Students' feedback on teachers were analysed and sent to the teachers for quality improvement. Teachers' feedbacks on syllabus were also sent to Vidyasagar University.
- vii) Around 18 National and International seminars and webinars were organised by different departments.
- viii) Special classes for slow and advanced learners have been included in the departmental routines.
- ix) Students' progression data with the name, current institution, nature of work and a proof like identity card or copy of fees receipt etc. have been collected from the passed-out students.
- x) IQAC took initiative for conduction of certificate courses. Certificate courses on Green Audit, Yoga, Research methodology on social science, Physical Fitness and Self Defense etc. have been organized in the college. More such courses have been proposed.



- xi) Career counselling cell organised several training and placement programmes. A Mou has been signed with TCS iON for providing Internship facility to the students of the college.
- xii) Kharagpur College has participated in the National Institutional Ranking Frameworks (NIRF) -2022.
- xiii) Installed ICT facilities in more number of classrooms
- xiv) Sent proposals to the Government of West Bengal for financial assistance related to procurement of laboratory equipment and books as per CBCS syllabus
- xv) Installed grid connected 20KW solar photovoltaic power plant in the college.

① 26/08/2022

Signature of the Principal

Principal  
Kharagpur College



26/08/2022

Signature of the IQAC coordinator


Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305

### Action Taken Report for the session 2020-21

1. IQAC organized a student induction program on the very first day of the academic session 2020-21 for the newly admitted students through online mode. In this program, students were well informed about Code of Conducts of the college and different activities of the four very important cells e.g. Career Counselling Cell, Grievance & Redressal Cell, Women Cell (ICC) and Anti-ragging cell.
2. Academic calendar for the current session has been prepared. All the departmental routines have been uploaded in the college webpage.
3. Online teaching learning process continued adhering to the academic calendar of the affiliating university, and study materials were regularly uploaded in the college webpage for the benefit of the students, especially for those who could not regularly attend online classes due to very poor internet connectivity in their localities.
4. For quality improvement of the teaching learning process students' feedback on teachers' performance were taken after completion of the last internal assessment, and communicated to the concerned teachers by the Principal.
5. Mentoring and parent teachers meetings for all the students were conducted through online mode by all the departments. The Principal along with a few members of IQAC also remained present in the mentoring programmes conducted by the departments. For this purpose, Mentoring schedule and necessary links were provided by the HODs to the IQAC coordinator through email well in advance.
6. Online Mental support cum Counselling programmes were arranged by the IQAC for its students during this academic session. This interactive counselling was scheduled class wise on different dates and time using Google Meet platform. Mr. Prasenjit Basak, an eminent clinical psychologist of Midnapur Medical College & Hospital was the resource person to provide online support to the students.
7. Annual Quality Assurance Report has been prepared for the session 2019-20 and submitted to the NAAC portal in due time.
8. Kharagpur College has participated in the National Institutional Ranking Frameworks (NIRF) -2021.
9. Reviewed the Odd semester's result of all the UG departments for improvement of overall performance of the students.
10. Students seminar conducted by all the departments through online mode. Best three speakers of each department will be awarded in the upcoming college foundation day programme.
11. Kharagpur College Library in collaboration with the IQAC organized online "Library orientation programmes" for all students in different batches so as to make them aware of the e-learning facilities and easy accessibility of the e-library of the college. The programmes were conducted using Google meet platform and live streaming were also done through YouTube. Sri Amit Roy, Librarian, Kharagpur College was the resource person in these programmes.



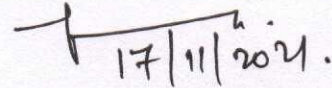
12. Covid Task Force and Helpline is formed consisting of the 24 faculty members and 25 students in order to remain sensitive to the ongoing problems and needs of our Stakeholders and extend our best possible support and help to overcome the prolonged Covid-19 pandemic situation. It may also be noted that a 'Safe Home' has been run in the Girls' Hostel of the college. This facility was available to the citizens of Kharagpur as well as to all the stakeholders of the college.
13. Restructured the seven subcommittees for NAAC and a new Committee on "Students Enrollment, Results and Financial Data" has been formed.

 17/11/2021

Signature of the Principal

Principal  
Kharagpur College



 17/11/2021.

Signature of the IQAC coordinator

Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305

### Action Taken Report for the session 2019-20

1. IQAC organized a student induction program on the very first day of the academic session 2019-20 for the newly admitted students. In this program, students were well informed about the Code of Conducts of the college and different activities of the four very important cells e.g. Career Counselling Cell, Grievance & Redressal Cell, Women Cell and Anti-ragging cell.
2. Kharagpur College has received an amount of Rs.1,00,000,00/- (Rupees One crore only) under RUSA 2.0 infrastructural grant from the Rashtriya Uchchar Shiksha Abhiyan (RUSA) for new construction, renovation and procurement of equipment, books, computers and printers during the financial year 2018-19. IQAC has taken initiative for the procurement of the equipment, computers, printers and books under this grant.
3. Vertical extension on two existing ground floor building is nearly completed with the financial support of RUSA 2.0 grant.
4. Construction of a new building named "Vivekananda Bhavana" is going on by the financial support of RUSA 2.0 grant.
5. Construction of first floor of the existing central Library building is going on with the financial support of Government of West Bengal.
6. IQAC organised a one-day workshop on "Promotion under Career Advancement Scheme" for the teachers and librarians at Kharagpur College, on 14.09.2019. Dr. Tushar Kanti Ghara, Jt. DPI, Govt of West Bengal was the resource person in the said workshop.
7. Assigned mentor for counselling and mentoring of each Honours students.
8. Introduced online system for Student Feedback and mechanism for analyzing feedback and these feedback reports have been communicated to the teachers by the Principal for improvement of teaching learning process.
9. Annual Quality Assurance Report has been prepared for the session 2017-18 & 2018-19 and submitted to the NAAC portal in due time.
10. Tata Metaliks Scholarships to the rank holder students of Kharagpur College in B.A/B.Sc/B.Com Honours examinations, 2019 have been awarded.
11. Kharagpur College has been registered itself and participated in the National Institutional Ranking Frameworks (NIRF) -2020.
12. All the students of the college have been registered under NAD (National Academic Depository), a mission of the Union Government and UGC. In future, students will be able to download their Admit card, Mark sheet, Certificate etc. from the website of NAD.
13. The Department of Chemistry of the college organised an awareness program on "Precautionary measures against Corona Virus Infection" among the students of Kharagpur College on 07.03.2020.
14. The Department of Chemistry organised a **Hand Sanitizer Preparation Programme as per WHO guidelines** on 24.03.2020 for the college students, teachers and staff and also for the people of Kharagpur Municipal area with the infrastructural support of Kharagpur College.



15. Online Mental support cum Counselling programmes were arranged by the college authority for its students during lockdown period. This interactive counselling was scheduled class wise on different dates and time using Google Meet platform. Mr. Prasenjit Basak; an eminent clinical psychologist of Midnapur Medical College & Hospital was the resource person to provide online support to the students.
16. Online teaching-learning process was initiated during the Lockdown period due to pandemic COVID-19, to enable the students to complete their syllabi in due time, and the same is being continued. Online classes have been arranged for the UG and PG students of the college, using digital platforms like Google Meet, Zoom etc. Study materials are being uploaded in the college webpage.
17. A good number of National and International Webinars have been organized by different cells and academic departments of the college with the initiative of the IQAC.

① 17/08/2020

Signature of the Principal

Principal  
Kharagpur College



17/08/2020

Signature of the IQAC coordinator

Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305



## Action Taken Report for the session 2018-19

1. IQAC organized a student induction program on the 1<sup>st</sup> day of the academic session before the first semester students. In this program, students were well informed about the rules and regulations of the college and different activities of the four cell e.g. Career Counselling Cell, Grievance & Redressal Cell, Women Cell and Anti-ragging cell
2. The Principal, Dr. Bidyut Samanta, delivered a lecture on "VU regulation for BA/BSC/BCOM (Hons & Gen) and PG courses under Choice Based Credit System (CBCS)" at Kharagpur College
3. CBCS system has been implemented in B.A./B.COM. (Hons & General) and post graduate courses from this academic session.
4. Two new Post Graduate courses in English and History have been introduced from the session 2018-19 with the prior approval of the affiliating University i.e Vidyasagar University.
5. Assigned mentor for counselling and mentoring of each Honours students as per NAAC guidelines.
6. Preparation of AQAR 2017-18 is going on and to be submitted to the NAAC portal shortly.
7. After completion of the last internal assessment, students' feedback on teachers' performance have been taken from the final semester honours students and after analysing these feedbacks, reports have been communicated to the individual teachers by the Principal.
8. Recommended for development of infrastructure like classroom, books, staffroom and furniture for the newly opened Post Graduate courses in English and History from the academic session 2018-19.
9. Distributed Tata Metaliks Scholarships for the year 2018 to the rank holders of BA/BSC/BCOM Hons. students of the college.
10. All the students of the college have been registered under NAD (National Academic Depository). This is a mission of the Union Government and UGC for Digital India vision of the Hon'ble Prime Minister. In future students can download their Admit, Mark sheet Certificate etc. from the website of NAD and verification of academic qualification for employments of the students from the college will no longer be required. Employer can verify their qualification directly from the website of NAD.
11. Provided Mobile App to all the students with the help of I-Made (Innovation of Mobile Application and Development Ecosystem) of DoT, Govt. of India. This is another mission of India Government for Digital India.

(b) 31/08/2019

Signature of the Principal

Principal  
Kharagpur College



31/08/2019

Signature of the IQAC coordinator

Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305