



**THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC : 2016-17**

[Part – A]

1. Details of the Institution -

| | | |
|--------------------------------------|---|---|
| Name of the Institution | : | KHARAGPUR COLLEGE |
| Address Line 1 | : | P.O. : INDA, KHARAGPUR |
| Address Line 2 | : | DIST: PASCHIM MEDINIPUR |
| City/Town | : | KHARAGPUR |
| State | : | WEST BENGAL |
| Pin Code | : | 721305 |
| Institution e-mail address | : | kharagpurcollege@gmail.com |
| Contact Nos. | : | 03222-225920 |
| Name of the Head of the Institution: | | Dr. Kaushik Kumar Ghose (till 20/12/2016) Dr. Bidyut Samanta (from 21/12/2016 onwards) |

Tel. No. with STD Code : 03222-225920

Mobile : 9474384852

Name of the IQAC Co-ordinator : TARUN KUMAR RAY

Mobile : 9434322182

IQAC e-mail address : tkraykgp@rediffmail.com

1.3) NAAC Track ID (For ex. MHCOGN 18879)

OR

NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

March 31, 2007/407

EC (SC)/19/A&A/64.2 dated Dec 02, 2016

1.4) Website address

www.kharagpurcollege.ac.in

Web-link of the AQAR

http://www.kharagpurcollege.ac.in/KC_AQAR_2016-17.pdf

1.5) Accreditation Details -

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-----------------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B ⁺ | 78 | 2007 | 5 Years |
| 2 | 2 nd Cycle | B ⁺⁺ | 2.76 | 2016 | 5 Years |
| 3 | 3 rd Cycle | - | - | - | - |
| 4 | 4 th Cycle | - | - | - | - |

1.6) Date of Establishment of IQAC : DD/MM/YYYY

27/09/2007 and restructured on
05/09/2013.

1.7 AQAR for the year (for example 2012-13)

2016-17

1.8) Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011):

- i. AQAR 2011-12 submitted to NAAC on (31/03/2016)
- ii. AQAR 2012-13 submitted to NAAC on (31/03/2016)
- iii. AQAR 2013-14 submitted to NAAC on (31/03/2016)
- iv. AQAR 2014-15 submitted to NAAC on (31/03/2016)
- v. AQAR 2015-16 submitted to NAAC on (31/08/2016)

1.9) Institutional Status -

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution : Co-education Men Women

Urban Rural Tribal

Financial Status: Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10) Type of Faculty/Programme -

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11) Name of the Affiliating University (for the Colleges)

Vidyasagar University,
Midnapore - 721102

1.12) Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR -

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

2. IQAC Composition and Activities -

2.1) No. of Teachers :

2.2) No. of Administrative/Technical staff:

2.3) No. of students :

2.4) No. of Management representatives :

| | | |
|---------------------------------------|---|---------------------------------|
| 2.5) No. of Alumni | : | <input type="text" value="01"/> |
| 2.6) No. of any other stakeholder | : | <input type="text" value="01"/> |
| 2.7) No. of Employers/ Industrialists | : | <input type="text" value="01"/> |
| 2.8) No. of other External Experts | : | <input type="text" value="01"/> |
| 2.9) Total No. of members | : | <input type="text" value="16"/> |

2.10 No. of IQAC meetings held :

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) –

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) **Themes:**

- One day UGC Sponsored National Seminar on "Recent Trends In Research in Chemical Sciences" , Organised by Department of Chemistry , Kharagpur College, (in association with Ghatal R.S.Mahavidyalaya) , held on 30.08.2016
- One day State Level Seminar on " History ,Myth and Fiction: An Interface of Indian English Novels " was held on 26.11.2016. organised by Department of English , Kharagpur College (funded by UGC)
- One day Workshop on "Exotic Plasma and Material Science" was held on 10.11.2016, organised by Department of Physics , Kharagpur College.
- One day seminar on "Integration of Indian Princely States after Independence " was held on 28.09.2016.2016, organised by Department of History, Kharagpur College.
- One day seminar on "Panini Sutras in Common Life" was held on 07.11.2016, organised by Department of Sanskrit , Kharagpur College.
- One day Seminar on "Fundamental of Computer Programming " was held on 08.11.2016. organised by Department of Mathematics, Kharagpur College.
- One day Seminar on "Understanding Literature and Cinema " was held on 28.09.2016. organised by Department of English, Kharagpur College.

- One day Seminar on "Indian Federal System in Perspective of Globalisation " was held on 11.11.2016. organised by Department of Political Science, Kharagpur College.
- One day Seminar on "Emerging Issues of Finance " was held on 28.09.2016. organised by Department of Commerce , Kharagpur College.

(Towards Quality Management and Enhancement: Preparing for NAAC Reassessment)

2.14 Significant Activities and contributions made by IQAC -

1. Recommended for introduction of Post Graduate course in English, History and BCA as early as possible.
2. Recommended for construction of roads within the college campus.
3. Completion of more number of toilets and urinals for the students in the campus.
4. To install sufficient arrangement of drinking water within the campus.
5. To install fire extinguisher in the different locations.
6. To enhance the number of toilets for the students.
7. To install modern teaching aids in the classrooms.
8. To Complete the construction of the boundary walls of the campus
9. To purchase books, equipments etc. for all departments, specially B.Sc Hons courses in which new syllabus under CBCS going to be introduced from the session 2017-2018 and for those department in which PG courses will be introduced.
10. To organize good number of campus interviews and career counseling programmes.

2.15 Plan of Action by IQAC/Outcome -

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome to be achieved by the end of the year.

- The IQAC members meet periodically and discuss various issues relating to curriculum changes and progress of the institution to keep at par with the current needs.
- IQAC reassess the activity planned and executed by various departments and committees and documents them.
- The plans of the IQAC are placed in the meetings of the Planning, Evaluation & UGC Committee, Board of Studies and Academic Council for approval and finally placed in the Governing Body meeting for its implementation.

| Plan of Action | Achievements |
|-------------------|---|
| Curriculum Aspect | 1. The newly established BOS of the PG Department in Bengali regularly discussed the academic affairs mainly progression of syllabus, invitation of senior academicians from various institute and preparation of examination related activities. 3. BOS members of UG departments are regularly attached with members of Vidyasagar University regarding admissions, conducting University examinations and Unit Test, online |

| | |
|---------------------------------------|--|
| | admission process etc are followed throughout the session |
| Teaching Learning Evaluation | <ol style="list-style-type: none"> 1. Eminent academicians are invited from different universities and research institutes for taking classes and seminar lectures in the PG departments. 2. Regular Feedback taken from students improves the academic system of the college. 3. Feedbacks of Alumni have been analyzed. 4. Continuation of Course files system. 5. A good number of departmental seminars were organized by different departments. 6. Five books with ISBN were published by the Department of Commerce, Economics and Bengali. |
| Research, consultancy & extension | One major projects funded by Board of Research and Nuclear Sciences (BRNS), Govt. of India and two minor projects are going on. Two N.S.S. units have been functioning actively under the supervision of Prof. Mahenga Singh, Dept of Botany and Prof. Rakhal Chandra Bhunia, Dept. of History. |
| Infrastructure and Learning resources | <ol style="list-style-type: none"> 1. Upgradation of UG Labs in Physics, Chemistry, Zoology Botany and Geography with necessary instruments. 2. Upgradation of Library through the introduction of Online Public Access Catalogue (OPAC) software for the digital database of all Library books. 2. Introduction of Wi-Fi facility throughout the campus for the students. 4. More fire extinguishers are being installed 5. Toilets construction in different location of the campus. 6. Installation of three Sanitary Napkin Vending Machines and Incinerators in Girls' common rooms. 7. Completion of electrical wirings and repairing where it is necessary. 8. Construction and renovation of pavements inside the campus. 9. A toilet of good quality is constructed for the students annex to the Library. 10. Boundary wall of the campus is still under construction. |
| Student Support & Progression | <ol style="list-style-type: none"> 1. Tata Metaliks Kharagpur has started financial assistance to the rank holders of BA,B.Sc, B.Com Honours students in the Part- I, Part-II and Part III university examination of amount Rs. 5000/-, Rs. 4000/- and Rs. 3000/-. Twenty eight rank holders student received this benefit in this year. 2. Upliftment of ground level of the Boys' Hostel and its adjacent roads by sand filling. 3. Expansion and cleaning of the NCC parade ground. 4. Construction of swimming pool is completed with the financial support of UGC. 5. Construction of Sports Complex is going on. |

| | |
|---------------------------------------|--|
| | 6. Renovation and expansion of the main play ground of the campus. 7. Purchase of new equipment as per requirement in the science based laboratory. 8. Recruitment of guest lecturers for different departments. |
| Governance, Leadership and Management | 1. Members of IQAC are reconstructed. 2. Financial aids were provided to the poor students through half free and full free of tuition fess facilities. 3. Kharagpur College Proficiency award and different merit medal 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. 4. Inclusion of more girls students in Kanyashree program, Govt. of West Bengal 5. Career counseling for the final year students 6. Regular departmental/state level/national seminar 7. Participation of our teachers in governing bodies of other colleges as V.U. nominee. |

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The GB approves the activities taken up by the IQAC.

[Part – B]

Criterion – I

1. Curricular Aspects -

1.1 Details about Academic Programmes:

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 01 | | | |
| UG | 19 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 20 | | | |

| | | | | |
|-------------------|--|--|--|--|
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | One |
| Trimester | Nil |
| Annual | Seventeen |

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.



The College is affiliated to the Vidyasagar University, Midnapore and bound to follow the University Syllabi designed by the respective Board of Studies of the University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Principal | Others |
|------------------------------------|-------|------------------|----------------------|-----------|-----------------------------|
| | 59 | 36 | 20 | 01 | Librarian (01), GLI (01) |
| Approved PTT | 23 | - | - | - | 23 |
| Approved CWTT | 01 | - | - | - | 01 |

2.2 No. of permanent faculty with Ph.D.:

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Principal | | Others | | Total | |
|------------------|----|----------------------|---|-----------|---|--------|---|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| 13 | 08 | 0 | 0 | 1 | 0 | 28 | 0 | 42 | 08 |

2.4 No. of Guest and Visiting faculty and Temporary faculty:

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|--------------------|---------------------|----------------|-------------|
| Attended Seminars/ | 6 | 32 | 26 |
| Presented papers | 14 | 27 | 20 |
| Resource Persons | nil | 02 | 06 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Use of NPTEL lectures in few departments.
2. Technology enabled teaching & learning. All the Departments are provided with LCD projectors for teaching.
3. Industrial Visits, field trips are conducted to enhance learning process, some departments

- follow project based dissertation work.
4. Invited lectures by eminent teachers from Universities and scientists from research Institutes.
 5. Course file prepared by all the departments and provided study materials to the students
 6. In a regular interval students seminars are organized in each department.

2.7 Total No. of actual teaching days during this academic year:

247

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions):

- As the College is affiliated to Vidyasagar University, Midnapore, it follows the rules and regulations of the university for annual examination. Photocopy of the answerscript is issued to student on demand under R.T.I Act through the College.
- Re-examination of Answer Script is done on demand of students through the College.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop:

05

02

04

2.10 Average percentage of attendance of students:

78%

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | | | | |
|------------------------|--------------------------------|-------|-------|-------|--------|
| | | I % | II % | III % | Pass % |
| BENG (PG) | 52 | 88.46 | 11.54 | | 100 |
| BENG H (UG) | 73 | 9.59 | 89.04 | 1.37 | 100 |
| ENG H | 41 | 2.44 | 85.37 | 12.20 | 100 |
| HINDI H | 12 | 8.33 | 91.67 | - | 100 |
| HIST H | 34 | - | 97.06 | 2.94 | 100 |
| POLSC H | 17 | - | 94.12 | 5.88 | 100 |
| PHIL H | 10 | - | 100 | - | 100 |
| SAN H | 25 | 4.00 | 56.00 | 28.00 | 92.00 |
| GEO H | 40 | 2.50 | 82.50 | 15.00 | 100 |
| ECO H | 06 | 16.67 | 83.33 | - | 100 |
| PHYS H | 47 | 63.83 | 34.04 | - | 97.87 |
| CHM H | 39 | 35.90 | 53.85 | 10.26 | 100 |
| MATH H | 54 | 9.26 | 85.19 | 3.70 | 98.15 |

| | | | | | |
|-----------|------------|-------|-------|-------|--------------|
| ZOOL H | 25 | 20.00 | 44.00 | 12.00 | 76.00 |
| BOT H | 15 | 13.33 | 73.33 | 13.33 | 100 |
| COMM.(H) | 119 | 22.69 | 70.59 | 5.04 | 98.32 |
| B.A. GEN | 134 | 01 | 24.00 | 91 | 93.55 |
| B.SC. GEN | 20 | - | 90.00 | 10.00 | 100 |
| BCOM GEN | 20 | - | 40.00 | 45.00 | 85.00 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC plays crucial role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for students and teachers.

For faculty:

- In its different meetings, IQAC evaluates the teaching learning process in the institution. It takes the opinion of different heads of the departments in this regard.
- To arrange departmental meeting at a regular interval to implement the above mentioned teaching plan.
- Inspected on the departments, the classrooms and the library for upgrading existing infrastructural facilities.
- Prepared an academic calendar to convey the examination schedule teaching days, celebration, results, holidays, vacations etc. to the faculty students.
- Carried out evaluation of the faculties from respective students with questionnaires.

For Students:

- The progress of student was monitored through unit test, home assignment, Seminar etc. for the development of students.
- Provided reading room with seating capacity of about 50 students inside the Library building.
- Established Photocopier for students to make photocopy of their documents.
- Provided sufficient number of computers to fulfill the students need.

2.13 Initiatives undertaken towards faculty development:

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses | 6 |
| UGC – Faculty Improvement Programme | 1 |
| HRD programmes | - |
| Orientation programmes | 4 |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | - |

| | |
|--|---|
| Summer / Winter schools, Workshops, etc. | 2 |
| Others | |

2.14 Details of Administrative and Technical staff -

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 05(Gr-C)+06 (Gr- D) | 14 | Nil | 17 |
| Technical Staff | 1 (Gr- C) + 07(Gr- D) | 15 | Nil | 21 |

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution -

- a) The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do M.Phil and Ph.D and Refresher courses. In addition, IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/ DST/ DBT/CSIR etc.
- b) The College has a Research Advisory Committee constituted with Principal as Convener, Correspondent as advisor and five faculty members from different departments as members. It tracks the schemes of the different funding agencies such as UGC, DST, CSIR, etc.
- c) The IQAC of the college encourages the staff to apply for Major and Minor Research projects and to organize seminars, workshops and Conferences etc.
- d) It also motivates the staff for research publications, articles, reviews and books
- e) On duty leave granted to the faculty for attending professional Seminars, Conferences, and Workshops, for course work examination for Ph.D. etc.
- f) The college authorities provide all necessary infrastructural support including space for carrying out research work.

3.2 Details regarding major projects -

| | Completed | Ongoing | Sanctioned | Submitted |
|----------------------------|---|---|------------|-----------|
| Number | 01 (on 08.04.2015) | 01 | Nil | Nil |
| Outlay in Rs. Lakhs | Rs. 29,72,859/- (Dr. J.Pramanik, Dept of Physics) | Rs. 31,40,500/- (Dr. J.Pramanik, Dept of Physics) | - | - |

3.3 Details regarding minor projects -

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|---|---------|--|-----------|
| Number | 02 | -- | 02 | Nil |
| Outlay in Rs. Lakhs | Rs. 71,000/- (Dr. S.Chakraborty, Dept. of Math) Rs. 1,33,000/- (Dr. R.Dutta, | | Rs. 4,05,000/- (Prof. D. Aich, Physics), Rs. 4,40,000/- (Dr. | |

| | | | | |
|--|------------------|--|---------------------------|--|
| | Dept of History) | | I.Chakraborty, Chemistry) | |
|--|------------------|--|---------------------------|--|

3.4 Details on research publications -

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 12 | 16 | 3 |
| Non-Peer Review Journals | 8 | 25 | 1 |
| e-Journals | - | - | - |
| Conference proceedings | 5 | 16 | 4 |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other Organisations:

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned (Lacs) | Received (Lacs) |
|--|---------------|----------------------------|-------------------------------|-----------------|
| Major projects | 2016-19 | BRNS | 31.405 | 24.55614 |
| Minor Projects | 2016-18 | UGC | 8.450 | --- |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects (other than compulsory by the University) | | | | |
| Any other(Specify) | | | | |
| Total | | | 39.855 | 24.55614 |

3.7 No. of books published: i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from:

UGC-SAP CAS DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges:

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy:

3.11 No. of conferences organized by the Institution:

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|-------------------|
| Number | NIL | 01 | 01 | Nil | 08 |
| Sponsoring agencies | - | - | - | - | Kharagpur College |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year-

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 3 | - | 3 | - | - | - | - |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) -

JRF SRF Project Fellows Project Assistant

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS: NIL

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized:

| | | | | | |
|------------------|---------------------------------|---------------|---------------------------------|-----------|----------------------|
| University forum | <input type="text" value="02"/> | College forum | <input type="text" value="05"/> | | |
| NCC | <input type="text" value="05"/> | NSS | <input type="text" value="15"/> | Any other | <input type="text"/> |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

01. Organized a Blood Donation camp on 29.08.2016 in collaboration with NCC Kharagpur College & Kharagpur Sub Divisional Hospital. 30 Units of blood were collected.
02. Observed SWACHHA BHARAT AVIYAN on 30.10.16. A good no of teaching, non-teaching staff members and students spontaneously participated to make the college campus & surrounding area clean.
03. Observed Rastriya Ekta Diwas on the Birth Anniversary of **Sardar Vallabhbhai Patel** on 01.11.2016 in Kharagpur College. After the inaugural session some teachers narrated the Importance of the day and the works of Sardar Patel in making unified India. Thereafter a large no of Teaching, Non-Teaching Staff members and students participated in Oath Taking programme.
04. Conducted a Quiz contest among the students of Kharagpur College on 16.09.2016. The winning team participated in the V.U inter college quiz competition.
05. Organized a debate competition on the motion "**Sardar Patel was the only architect of unified India**" on 04.11.2016.
06. Observed **World AIDS Day** on 01.12.2016. The NSS volunteers prepared posters, tied Red Ribbon to the students and Staff of the college. The NSS programme officers arranged an interactive session on "KNOW AIDS NO AIDS" and narrated to the audience the importance of the Day, how to get rid of this deadly disease, preventive measures, the myth & facts associated with AIDS.
07. The NSS volunteers repaired a road inside the college campus, and drained the accumulated water in different parts of the road.
08. Apart from these regular activities such as Drive for plastic free campus, cleaning of garbage, plantation were also conducted during the session 2016-17.
09. A special winter camp is organised by two units of NSS during 23.03.2017 to 29.03.2017. In this programme the units followed several social objectives -
 - a) Making Plastic Free Campus and Tree Plantation
 - b) Awareness against female feticide.
 - c) Awareness Programme on Thalassaemia and AIDS.
 - d) Campaign against some social evils like child marriage, Drug addiction, smoking etc.
 - e) Initiatives to clean slum area of Gandhinagar Colony and PWD Colony.

f) Yoga Camp

Criterion – IV

4. Infrastructure and Learning Resources -

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|--|----------------|-------------------------------|------------------|----------------|
| Campus area | 15177 Sq.m. | Extension of Boundary Wall | UGC & College | 15177 Sq.m. |
| Class rooms | 31 | 01 (Virtual Class Room) | State Govt. | 32 |
| Laboratories | 07 | Nil | -- | 07 |
| Seminar Halls | 01 | 01 | -- | 02 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 10 | 1 (RICO FAST Copier) | own | 1.3 Lac |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 42,90,103 | | own | |
| Installation of CCTV for the security purpose | 27 | 02 | own | 29 |
| Installation of Wi-Fi facility throughout the college campus | Nil | Full campus | Reliance | NA |

4.2 Computerization of administration and library:

4.3 Library services:

| | Existing | | Newly added | | Total | |
|---------------------------------|----------|-----------|-------------|----------|-------|--------|
| | No. | Value | No. | Value | No. | Value |
| Text Books & Reference Books | 33592 | 7,47,410* | 145 | 16531 | 33737 | 763941 |
| e-Books | Nil | Nil | Nil | Nil | Nil | Nil |
| Journals | 12 | | 4 | | 16 | |
| e-Journals | Nil | Nil | Nil | Nil | Nil | Nil |
| Digital Database | Nil | Nil | 17684 | 3,23,101 | Nil | Nil |

| | | | | | | |
|------------------|-----|-----------|-----|-----|-----|-----|
| CD & Video | Nil | Nil | Nil | Nil | Nil | Nil |
| Others (Donated) | 90 | Not Known | 170 | -- | 260 | -- |

* indicates total value of books purchased 2011 onwards

4.4 Technology up gradation (overall)

| | Total Computers | Printer | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others LCD Projector |
|----------|-----------------|---------|---------------|------------------------|------------------|------------------|--------|-------------|----------------------|
| Existing | 75 | 29 | 01 | 10 | 11 | 01 | 01 | 19 | 03 |
| Added | 08 | 04 | 03 | Wi-Fi for whole campus | 03 | Nil | Nil | 01 | 01 |
| Total | 83 | 33 | 04 | 10 | 14 | 01 | 01 | 20 | 04 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)-

Three months Computer Awareness Programme was arranged by the college to use of Office softwares and uploading college information through online to the college administrative staffs (Group –C).

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | 8,85,980 |
| ii) Campus Infrastructure and facilities | 82,56,539 |
| iii) Equipments | 1,53,070 |
| iv) Others | 5,85,190 |
| Total : | 98,80,779 |

Criterion – V

5. Student Support and Progression -

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

The effort by the IQAC for enhancing the student support service as follows:

1. The IQAC organized Orientation classes for the students at the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the campus.
2. Inculcated value System among students through motivational talks, value education classes .
3. IQAC/Women's cell organizes programme at the beginning of each session to make the female students aware of health & hygiene and protection measures available in the campus. This year, it was organized on 13.08.2016. Women's cell and NSS also organized a programme on "Dengu awareness and its prevention" in collaboration with Vidyasagar University, Midnapur.
4. IQAC ensures Anti-Ragging cell to make the fresher and others aware of the effects of ragging every year.
5. IQAC collects the list of Physically challenged students and hand over it to the HODs and Library to take care of their problems.
6. Three complaint/Suggestion boxes are placed at different corners of the campus. Students are made aware by the IQAC/ Grievance cell to put their grievances and suggestions into these boxes.
7. Every year feedback in questionnaire form is taken from students ,parents, alumnae and other stakeholders to assess the quality and standard of the institution.
8. Motivated the students to use Technology like PPT presentation, Study Projects and assignments using Internet, OHP, peer teaching with models etc.
9. The IQAC meets the students in class wise and encourages them to give their views and suggestions for the enhancement of quality of the institution.
10. Installation of Sanitary Napkin Vending Machines for girl students.
11. The electrical wiring system of the whole college has been upgraded with modern system.
12. Career advancement cell is suggested to organize Campus Recruitment and Career Advancement Programs by some reputed organizations.

5.2 Efforts made by the institution for tracking the progression:

The following efforts were taken by the college for the progress of the institution: -

1. The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage approved in Academic Committee Meeting.
2. College also gathers data on further career advancement of the students coming to the college for collection of their certificates.
3. The college encourages all the departments to make a data bank of students' progression. Faculty members are in contact with the alumni for tracking their progression through Face book and other Social Network.
4. Kharagpur College Alumni Association has organized an Alumni meet on 02.10.2016 to reform its executive committee for the session 2016-18. It has been registered under West Bengal Government jurisdiction. The aim of this association is the expansion of educational facilities towards the society. Also the association has planned its future activities for the development of the college. Apart from this, Reunion of most of the departments were organized this year to form departmental alumni association. From these meeting record of progression of the students is being collected.
5. The management encourages the faculty to adopt innovative teaching techniques such as computer assisted learning, project method, group discussion, pair work, peer teaching, presentations through PPT, referring e-Journals, etc.
6. The staff and students are motivated to participate and present papers in seminars/ workshop organized by various colleges.
7. Teachers are motivated to apply for more number of Major and Minor Research Programs.
8. The Teachers are encouraged to prepare a teaching plan. Individually a teacher submits a Teaching plan to the Head of the Department and the plan is finalised after a departmental meeting.

5.3 (a) Total Number of students:

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 3353 | 111 | -- | -- |

(b) No. of students outside the state:

| |
|-----|
| Nil |
|-----|

(c) No. of international students :

| |
|-----|
| Nil |
|-----|

| No | % | | No | % | |
|------|-------|-----|------|-------|-------|
| 1808 | 52.20 | Men | 1656 | 47.80 | Women |

| Last Year (2015-16) | | | | | | This Year (2016-17) | | | | | |
|---------------------|-----|-----|-----|----|-------|---------------------|-----|-----|-----|----|-------|
| General | SC | ST | OBC | PC | Total | General | SC | ST | OBC | PC | Total |
| 2972 | 403 | 210 | 203 | 6 | 3794 | 2574 | 359 | 176 | 353 | 02 | 3464 |

| DEMAND RATIO 2016-17 | | | | |
|----------------------|-------------|----------------------|----------|--------------|
| ARTS | | | | |
| NAME OF THE COURSE | SUBJECT | APPLICATION RECEIVED | ENROLLED | DEMAND RATIO |
| B.A.HONOURS | BNGH | 718 | 107 | 6.71 |
| B.A.HONOURS | ENGH | 735 | 94 | 7.82 |
| B.A.HONOURS | SANH | 225 | 57 | 3.95 |
| B.A.HONOURS | HINH | 76 | 48 | 1.58 |
| B.A.HONOURS | ECOH | 46 | 21 | 2.19 |
| B.A.HONOURS | GEOH | 275 | 55 | 5.00 |
| B.A.HONOURS | HISH | 270 | 77 | 3.51 |
| B.A.HONOURS | PHIH | 156 | 33 | 4.73 |
| B.A.HONOURS | PLSH | 167 | 40 | 4.17 |
| B.A. (GEN) | B.A. (GEN) | 1161 | 465 | 2.50 |
| SCIENCE | | | | |
| NAME OF THE COURSE | SUBJECT | APPLICATION RECEIVED | ENROLLED | DEMAND RATIO |
| B.Sc. HONOURS | PHSH | 533 | 58 | 9.19 |
| B.Sc. HONOURS | CEMH | 543 | 47 | 11.55 |
| B.Sc. HONOURS | MTMH | 599 | 77 | 7.78 |
| B.Sc. HONOURS | ZOOH | 574 | 46 | 12.48 |
| B.Sc. HONOURS | BOTH | 181 | 21 | 8.62 |
| B.SC. (GEN) | B.SC. (GEN) | 156 | 31 | 5.32 |
| COMMERCE | | | | |
| NAME OF THE COURSE | SUBJECT | APPLICATION RECEIVED | ENROLLED | DEMAND RATIO |
| B.COM. HONOURS | ACCOUNTANCY | 319 | 134 | 2.38 |
| B.COM (GEN) | B.COM (GEN) | 96 | 22 | 4.36 |

Demand ratio: 5.4:1 Dropout % : 5.2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any) -

The Career Counselling Cell was formed by the Governing Body of the college. Dr. Mahadev Mukherjee was appointed as the Co-ordinator of the cell. The cell has been functioning very well under his

supervision. The Cell organizes coaching classes for various competitive exams on need-based criteria. It has arranged frequently different programmes on career counselling, campus interviews and career guidance for future studies.

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations -

| | | | | | | | |
|-------------|---|-----------|----|------|---|-----|----|
| NET | - | SET/SLET | 04 | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | JAM | 05 |

5.6 Details of student counselling and career guidance -

The Career Counselling Cell intensively looks after counselling students on matters relating to employment and arranges various programmes:

- It arranges trainings, seminars and workshops for motivating and preparing students for various competitive exams and jobs.
- The Cell has a small library which regularly provides the students with books, magazine and other study materials on career guidance.
- Various newspapers and weekly papers with news about employment (like the Employment News) are subscribed to and news and notifications about vacancies is notified to the students on notice boards.
- The cell helps students in filling up off-line and online forms

No. of students benefitted

100

5.7 Details of campus placement -

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 03 | 500 | 22 | 45 |

5.8 Details of gender sensitization programmes -

- Women's Welfare Sub-Committee was constituted with female staff and female students for dealing with issues relating to discrimination of women arising out of gender bias.
- Sexual Harassment Prevention Cell has been constituted.

5.9 Students Activities -**5.9.1 No. of students participated in Sports, Games and other events -**

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events –

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

| | Number of students | Amount |
|--------------------------------------|--------------------|----------|
| Financial support from institution | 345 | 1,54,860 |
| Financial support from government | 828 | -- |
| Financial support from other sources | - | - |



| | | |
|--|---|---|
| Number of students who received International/ National recognitions | - | - |
|--|---|---|

5.11 Student organised / initiatives:

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management –

6.1 State the Vision and Mission of the institution:

Vision

The college aims at overall development of the locality and its adjoining areas directly through education and indirectly through participation in various socio-economic, cultural and welfare activities.

Mission

Kharagpur College was established in the Year 1949 with a mission to become an Institution of Academic excellence. The Symbol of half-blossomed lotus under the Sun in our College emblem carries one great meaning. Here the lotus aspires to develop and blossom in full in response to the light of the Sun. The lotus symbolizes the divine possibilities of human nature. The college seeks to build up a solid foundation of personalities through knowledge and perfection in the multifarious avenues of life. We are sincere to maintaining the environment, which can motivate self-discipline creativity and excellence.

6.2 Does the Institution has a management Information System

The college has an MIS software named Smart college which runs from a central database in networked condition and data generated from various computers are stored there. Descriptive and analytical data are retrieved for various purposes. The financial management of the college is also executed through this software.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development : Our College is affiliated to the Vidyasagar University, Midnapore and bound to follow the University Syllabi designed by the respective Board of Studies of the University. Around 09 teachers from our college participated in curriculum design process in the capacity of BOS member.

6.3.2 Teaching and Learning

- ICT enabled teaching and learning is encouraged.
- Remedial classes for weak students are arranged.
- Teaching plans & methodologies are maintained and audited internally. Subject is allotted as per specialization of teachers.
- Feedback is taken and analyzed.
- Innovative practices in teaching, seminars, FDP, QIP are encouraged.
- Peer teaching, task based learning, problem based learning are some of the techniques.
- Best practice of conducting and organizing Mock Parliament by Political Science department is on.

- Results of examinations at different stages are analyzed and steps are taken for further improvement.

6.3.3 Examination and Evaluation

- Entire process of Examination and evaluation of UG course is guided by the affiliating university. 10% of the total marks is allotted for Internal Assessments. Remaining 90% is taken care of by the university. For evaluation in PG Courses University has given partial autonomy to the college from session 2015-2016. College Board of Studies looks after the evaluation process. College Board of studies consists of both internal members and university nominee as per guidelines of the university.
Paper setters for 60% marks are selected from the college and paper setters for remaining 40% marks is selected from other institutions.
- Regular internal tests for both UG and PG courses as stipulated by the university are conducted.
- Experimental projects are carried out under the guidance of departmental teachers which are then evaluated by both the department and university appointed external examiners. Internal seminars by students are arranged in some of the departments (e.g. in Physics, Bengali, Chemistry, Economics, Commerce),
- Scope for review of University results is available.

6.3.4 Research and Development -

- In order to promote research activities in the college along with the normal class teaching, college have constituted a Research Advisory committee (RAC). The college creates an academic environment that ignites and fosters students' interest in scientific temper and research culture
- Various departments of the college have organized seminar/workshops/invited lectures to inculcate the research motivation and culture among the staff and students.
- RAC actively promotes research work. During the session 2016-17, one BRNS funded major project carried out under the supervision of Dr. Jyotirmoy Pramanik, Associate Professor, Dept of Physics, received an amount of Rs. 21,31,750/- and four UGC sponsored minor research project have been completed.
Also, two UGC sponsored minor research project sanctioned during this session.

6.3.5 Library, ICT and physical infrastructure / instrumentation -

- In this academic session, several major steps have been taken by the college authority to enhance the efficiency of the college Library. Among these steps, one is digitisation of the Library books. Under this system barcodes have been provided to all the books which will give clear picture about the availability of any book through computer. Thus it will be easier for any student to collect a particular book. In addition to this, 145 number of new books having value Rs.16,531/- have been purchased as per requisitions given by the different departments.
- Beside these, 170 number of books donated by Kendriya Hindi Nideshalaya or Central Hindi Directorate, Ministry of HRD, Govt. of India to the college and 32 number of books donated by Prof. Amar Adikari, Dept of Bengali for PG student of the Bengali department.

Infrastructures:

- One virtual class room is built up to encourage the students as well as the teachers to participate in a class with high quality of modern communication facility.
- Two old rooms will be converted into new classrooms.
- Twenty five number of CCTV are installed in this session to increase overall security of the college campus.
- Number of lavatories for female teachers, girls and boys student have been enhanced.
- Four vending Machines for sanitary napkin and Incinerators have been installed in the two girls' common rooms.
- Wi-Fi facility is provided through out the campus.
- Ground level of Boys' Hostel has been uplifted by 2 feet by providing sand and other dust materials. A submersible pump has been installed in the hostel premises for the smooth supply of fresh water to the boarders.
- Construction of boundary wall of the campus is almost at the stage completion.

Sports facilities:

- A new sports complex for indoor game facilities like badminton, TT, gymnastics, Yoga etc. is under construction.
- Outdoor game facilities: Football, cricket, Khokho and Vollyball etc.

6.3.6 Human Resource Management -

- The institution has sincere, dedicated and committed faculty and Visionary management.
- Various leaves, additional increments, evaluations through computer, study leave for faculties pursuing research degrees have been taken care.
- Confirmation, placement and promotion of both teaching and nonteaching staff are recommended after careful verification of their performance by the college authority, University nominee and Government nominee.

- For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.
- Besides, Various workshops and training programs are organised for the benefit of staff member

6.3.7 Faculty and Staff recruitment -

- Fourteen full time faculties are appointed by the recommendation of West Bengal College Service Commission as per guidelines of UGC,
- Confirmation of service of eight new Assistant Professors have been done by the Governing Body after considering their satisfactory performance.
- Guest lecturers are recruited for UG courses following two step process: advertisement in daily newspaper and interview by University experts, and subject experts as per UGC norms. However, for PG courses experienced, permanent and reputed faculty members from other colleges and Universities are invited to teach in the college.
- Appointment of the permanent non- teaching staff is done following the norms of the Directorate of Public Instruction, Govt of West Bengal.
- The casual staff are appointed following the norms of the State Govt.

6.3.8 Industry Interaction / Collaboration -

Industry interaction is a healthy practice of the College for identifying the position of academic growth in the College. In the age of liberalization, there are ample opportunities in different industries. Keeping in minds this idea, almost in every year industrial training is conducted by the Dept. of Commerce of this college. In this program eminent resource persons participated and convey valuable messages and opportunities for the final year commerce students. Industrial visits and Field visits are arranged in some Departments.

6.3.9 Admission of Students -

- The college follows the rules and regulations for admission as fixed by the affiliating University and the State Govt.
- Admission of students to various courses is based on merit and is transparent.
- Efforts are made to ensure that all students seeking admission to the various courses stay informed through different modes of publicity.
- The college has developed its own website for the convenience of students seeking admission to the college.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated -

6.6 Whether annual financial audit has been done - Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|-----------------------|----------|-----------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Vidyasagar University | Yes | Academic Subcommittee |
| Administrative | Yes | - DO - | Yes | IQAC |

6.8 Does the University/ Autonomous College declares results within 30 days? N.A.

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/colleges?

N.A.

6.11 Activities and support from the Alumni Association -

- Kharagpur College Alumni Association has reformed its executive body on 02/10/2016. This association has recently received registration number (7376/2016 dated 25/10/2016) under The Provisions of Indian Trust Act, 1882. The Association is taking role as educational and charitable trust. For instance it is maintaining a garden with medicinal plants in the college campus and also taking few steps for keeping the campus clean.
- Department of Physics of this institution has a Alumni association since 2007; this association has organised its fifth reunion programme on 29th November, 2015 in the college campus. This association has also recently received registration number (7375/2016 dated 25/10/2016) under The Provisions of Indian Trust Act, 1882. The Association is determined to take role as

educational and charitable trust. In reflection of that it has been organising different programmes which are beneficial for the society. The members of the association organises blood donation camp and seminar by eminent faculties of Physics during alumni meet. They also discussed about the current affairs and opportunities for the Physics student in the current global scenario.

6.12 Activities and support from the Parent – Teacher Association:

- The Parents–Teachers Association conducts 02 meeting of the parents with the teachers every year departmentally if required for their progress.
- The parents of the students with less than 50% attendance are informed about the attendance status at the time of Form Fill-up Programme.
- The parents are told to encourage their wards to come regularly to the college. They are informed about the various activities like Literary and Cultural Activities, NSS- related camps and drives, job opportunities and placement through various agencies and the college.
- Welfare schemes for the students are implemented with the guidance of parents like Swami Vivekananda Merit Cum Means Scholarship, Minority Talent Search Scholarship, Sitaram Jindal Trust Scholarship, SC/ST/OBC Stipend, Handicapped Scholarship etc.
- Feedback forms are also given to the parents and their suggestions are also taken in to account.

6.13 Development programmes for support staff -

The support staff are allowed to attend any training programme organized by the college or other institute for augmenting their performance.

6.14 Initiatives taken by the institution to make the campus eco-friendly -

- Initiatives have been make the college premises a plastic free zone.
- Plantation programmes are undertaken to make the college campus green.
- The NSS units of the college undertake ‘Clean the College Campus’ programme, under which the cleaning of the college premises is carried out.
- Proper measure of garbage dumping and recycling is taken.

Criterion – VII

7. Innovations and Best Practices -

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Online admission for PG has a positive impact.
- LCD projectors with computers also helped teachers to execute better teaching tools.
- Coaching classes are conducted for students for various competitive examinations.
- Feedback on teaching by Students created a positive impact on teaching-learning.
- Motivating the Teachers to undertake major/minor research projects which increase the numbers of Major/ Minor Research Projects.
- Practical Classes are seriously conducted in all the science department as almost all the practical mentioned in the syllabus are done in the laboratory.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action Taken for Academics:

1. Most of our proposals for revision of syllabus have been accepted by different BOS.
2. Feedback was taken regularly from students, alumni and parents.
3. One major and three minor projects
4. Teachers' involvement as Head Examiners in university Examinations.
5. Students participated in various activities at the university, district and state levels.
6. For remedial coaching funds from UGC were used for special classes for students of different backward classes.

Action Taken for Administration:

1. Health Insurance for students
2. Provisions made for better students' attendance.
3. Recruitment of guest lecturers for some departments
4. Upgradation of office software in cash section

Action Taken for Infrastructure:

1. Civil Repairing, cleaning and painting work have been done throughout the college campus.
2. Electrical wiring has been improved. Number of energy saving lights and fans are enhanced in each class room.
3. Beautification in front of the administrative building of the college has been done by using tiles, and fencing.
4. All the statues of great personalities inside the campus have been modernized.
5. Land filling work has been done in the adjacent areas of the college Boys Hostel and three bathrooms of this hostel have been re-constructed.

6. Roof treatment has been done on the main building of the college and Saleha Khatoon Girls' Hostel.
7. Boundary wall and the main gate of Netaji Subhas Open University study centre has been reconstructed.
8. The floor area of one laboratory of chemistry department is extended.
9. Boundary walls of the campus are going on.
10. ATM counter of the Andhra Bank has been started within the campus.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Installation of Vending Machine for Sanitary Napkin and Destroyer.
- Water quality testing and maintenance

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection -

- The institution spread awareness and sensitized both the student and the rural community around the college regarding sustainable environment through individual and group competitions, talks, exhibitions, movie screening etc.
- Segregating plastic and paper waste in the class room is essential for recycling plastic waste. Hence a separate waste baskets are given to each class for segregated disposal of waste.
- Survey of plants, trees, shrubs, herbs and animals, reptiles, butterflies, birds etc for bio-diversity assessment for environmental audit
- **Energy conservation -**
The college has been very conscious about the energy conservation For this the college has gradually moved on from normal light bulbs (least required wattage) to tube lights, slim lights, CFLs, LEDs and the college also replaced most of the CFT monitor from LCD monitors thus conserving energy to the extent required. College also promotes procurement and installation of efficient electrical systems to save electricity.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTH:

1. Large area of the college.
2. Huge number of regular bonafied students.
3. Large number of SC/ST and Minority students
4. Proper financial budgeting of the departments.
5. Advance lab facilities of the science streams.
6. Major research projects funded by DST
9. Two number of NSS units

WEAKNESS:

1. Incomplete Girls Hostel, Golden Jubilee Building, and Indoor Sports Complex under financial grant of UGC.

2. Incomplete Swimming pool.
3. Absence of modern library
4. Absence of Alumni Association
5. Only one regular Post Graduate courses.

OPPORTUNITY:

1. Strong support from former faculty members and other well-wishers.
2. Active Academic Tie up and collaboration with national & foreign universities for new generation courses.
3. To provide the Group Insurance and Medical facilities to the students.
4. To provide extra coaching for the JAM, JEST, NET/SET, ICWA, CA, CS and other competitive exams.
3. To open new Post Graduate courses.

CHALLENGES:

1. To provide modern facilities at par with those available to the students in well equipped urban colleges.
2. To attract students to traditional courses
3. Economically, socially and educationally backward rural students.
4. To achieve academic autonomy.

8. Plans of institution for next year -

- a) New PG courses in English and History to be opened.
- b) The central library will be automated.
- c) Purchasing of New books for all the departments.
- d) Laboratories will be well equipped as per new syllabus. Also more energy savings light will be provided to the Physics and Chemistry Laboratory and sufficient number of basins and water will be provided in the Zoology laboratory.
- e) New Computer and Printers will be provided to all the departments.
- f) Additional Water purifier, Water purifier cum cooler, fire extinguishers are to be installed at various locations.
- g) New electrical wiring system is required to be installed throughout the campus.
- i) Most of the departments should have LCD projectors with computers with internet access for better teaching learning with multimedia.
- j) To complete and upload AQAR 2017-18.

Name: Prof. Tarun Kumar Ray, Associate Professor

Name: Dr. Bidyut Samanta, Principal

Tarun Kumar Ray

Signature of the Coordinator, IQAC

Co-ordinator, IQAC
Kharagpur College
Kharagpur-721305

Bidyut Samanta

Signature of the Chairperson, IQAC



PRINCIPAL
KHARAGPUR COLLEGE

BEST PRACTICE #01, 2016-17

Title: **Installation of Vending Machine for Sanitary napkin and Destroyer**

Context:

Vending machines for sanitary napkins with Destroyers (for used ones) have been installed for the girl students and women staff members.

The objectives:

The college receives a large number of girl students and many of them commute from rural areas. Keeping in mind of their good health and definitive requirements, a system of vending machines were planned to be installed for dispensing of sanitary napkins in order to have easy access and with low price. Along with this, a system of destroyer of the used napkins in a proper manner for hygienic purpose is necessary. Initial trainings for operating the machine have to be imparted to the students and women staff members.

The Practice:

A set of sanitary napkin vending machine and Destroyer (for hygienic disposal) have been installed in the girls' common room and different Girls and Female teacher's toilet in the campus.

Apart from initial training and instructions for usage, planned training programmes for girls on the proper use of the machines have been given department wise as per resolution of women's cell meeting dated 10 August, 2016.

The matters of regular supply, refilling and proper usage are being taken care of by the women cell members.

Obstacles faced/Problems encountered:

The initial obstacles encountered are due to the inhibition, aversion to use mechanized system and a natural delay in adapting a new system. As more and more girl students begin to use this new system and would be aware of the benefit, the initial mental block or uneasiness may be abolished altogether.

Evidence of Success:

It is encouraging to note that the system is already in proper use by many girl students. The number of users is expected to steadily increase due to sustained training and monitoring by the women cell.

Resources Required:

A steady fund is required for maintenance and refilling in a periodic interval. Also the active participation by all girl students and monitoring by women cell would see the complete success and consistency.

BEST PRACTICE #02, 2016-17

Title: Health Checkup and diagnostics by Physiology department

Context:

Health check-up of desired students and teachers. Involvement of the departmental students in an effective way.

The objectives:

To make the students acquainted with the laboratory techniques for diagnostic measures. To offer a diagnostic and other facilities as per need.

The Practice:

As per university curriculum, the students have to handle some laboratory equipments for cardiologic problem, blood pressure, thalassemia, lung function tests etc. Accordingly, students come to know the effective handling of the machines. They extend these facilities to be available for the students and staff of other departments as and when required.

Obstacles faced/Problems encountered:

Due to lack of full time well qualified technicians and sufficient substantive teachers the dream of extending this facility to the nearby locality is yet to be fulfilled.

Evidence of Success:

Irrespective of insufficient number of staff (teaching and technical) and resources to procure costly equipments, the department as a whole did a yeomen service with great spirit and enthusiasm.

Resources Required:

More fund is required to procure some essential but relatively expensive instruments. Besides, well trained staff, more substantive teacher are also required for a greater achievements.

Annexure I

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

ANNEXURE – I**Academic Calendar 2016-2017**

| Month | No. of Week to Academic Session | Dates in the Week | Holidays | No. of no Class Days | No. of days available for holding Class/Exam. | Remarks |
|-------------------------|---------------------------------|---------------------|--|----------------------|---|--|
| July'2016 | 1 st | July (01-02) | Nil | Nil | 2 | UG & PG Exam., |
| | 2 nd | July (3-9) | 03.07.2016(Sunday) 06.07.2016 (Rathajatra & Id-Ul Fitre) | 2 | 5 | UG & PG Exam. |
| | 3 rd | July (10-16) | 10.07.2016 (Sunday) | 1 | 6 | UG Exam up to 11.07.2016 12.07.2016 – Commencement of 1 st year B.A/B.Sc/B.Com Classes & PG 3rd Sem |
| | 4 th | July (17-23) | 17.07.2016 (Sunday) | 1 | 6 | 22.07.2016 Starting day of admission of 3 rd year B.A/B.Sc/B.Com students. |
| | 5 th | July (24-30) | 24.07.2016 (Sunday) | 1 | 6 | 28.07.2016 Commencement of 3 rd year B.A/B.Sc/B.Com Classes |
| July– August 2016 | 6 th | July 31– Aug– 06 | 31.07.2016 (Sunday) | 1 | 6 | Class for UG & PG |
| August -2016 | 7 th | August (07-13) | 07.08.2016 (Sunday) | 1 | 6 | 08.08.2016 starting day of admission of 2 nd year B.A/B.Sc/B.Com students. 12.08.2016 Last date of change of subjects for 1 st year B.A/B.Sc/B.Com students 12.08.2016– Commencement of 2 nd year |

| | | | | | | B.A/B.Sc/B.Com Classes |
|-------------------------|------------------|---------------------------|--|---|---|--|
| | 8 th | August (14-20) | 14.08.2016 (Sunday) 15.08.2016 (Independence day) | 2 | 5 | 18.08.2016 Last date of submission of Academic auditing report to V.U 16.08.2016 Commencement of PG 1st Sem class |
| | 9 th | August (21-27) | 21.08.2016 (Sunday) 25.08.2016 (Janmastami) | 2 | 5 | 24.08.2016 Last date of admission for 3 rd year B.A/B.Sc/B.Com students. |
| August - September 2016 | 10 th | Aug(28-31) Sept(01-03) | 28.08.2016 (Sunday) 29.08.2016 (Celebration of College Foundation Day) | 1 | 6 | 31.08.2016 Last date of admission for 2 nd year B.A/B.Sc/B.Com students 02.09.2016 Last date of filling up of Registration forms for 1 st year B.A/B.Sc/B.Com by the students in the college. |
| September 2016 | 11 th | September (04-10) | 04.09.2016 (Sunday) | 1 | 6 | 1 st Week of September Inter College Cultural Meet 07.09.2016 Last date of submission of Registration forms by the college to the University for verification. NAAC visit from 08.09.2016 to 10.09.2016 |
| | 12 th | September (11-17) | 11.09.2016 (Sunday) 12.9.2016 (Id-Uz-Zuha) | 2 | 5 | 16.09.2016 Last date of submission of Teachers' Bio-data to Vidyasagar University. |
| | 13 th | September (18-24) | 18.09.2016 (Sunday) | 1 | 6 | Class for UG, PG |

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|-------------------------|------------------|--------------------------------|---|---|-----|--|
| Sept - Oct - 2016 | 14 th | September 25- October 01 | 25.09.2016(Sunday) 29.09.2016 (University Foundation Day)30-09-2016 (Mahalaya) | 3 | 4 | 27.09.2016 Last date of submission of registration form to Vidyasagar University by the college for 1 st year B.A/B.Sc/B.Com students. <u>Without fine</u> |
| October - 2016 | 15 th | October (02-08) | 02.10.2016 (Sunday)(Gandhiji 's Birth day) (07.10.2016,08.10. 2016) (Puja Holiday) | 3 | 4 | Puja Holidays from 07.10.2016 |
| October - 2016 | 16 th | October (09-15) | October (09-15) | 7 | Nil | Puja Holidays |
| | 17 th | October (16-22) | October (16-22) | 7 | Nil | Puja Holidays |
| | 18 th | October (23-29) | October (23-29) | 7 | Nil | Puja Holidays |
| November- 2016 | 19 th | October 30- November 05) | 30.10.2016(Sunday) 31.10.2016 (Puja Holiday) 30.10.2016- 31.10.2016 (Kali Puja/Bhatridwita) | 5 | 2 | Puja Holidays Class for UG & PG classes resume from 04.11.2016 |
| | 20 th | Nov (06-12) | 06.11.2016 (Sunday) | 1 | 6 | Class for UG & PG |
| | 21 th | November (13-19) | 13.11.2016 (Sunday) 14.11.2016 (Guru Nanak's Birthday) | 2 | 5 | Class for UG & PG |

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|---------------|------------------|---------------------------|---|---|-----|--|
| | 22 nd | Nov-(20-26) | 20.11.2016(Sunday) | 1 | 6 | Internal Assessment Test for Part-I Hons to be held. 21.11.2016 Last date of submission of registration form to Vidyasagar University by the college for 1 st year B.A/B.Sc/B.Com students with super delay fine. |
| Nov-Dec-2016 | 23 rd | Nov (27-30) - Dec(01- 03) | 27.11.2016 (Sunday) | 1 | 6 | Class for UG & PG |
| December 2016 | 24 th | December (4-10) | 04.12.2016 (Sunday) | 1 | 6 | Class for UG & PG |
| | 25 th | December (11-17) | 11.12.2016 (Sunday) 13.12.2016(Fateha-duaz-daham) | 2 | 5 | Internal Assessment Test for Part-II Hons to be held. |
| | 26 th | December (18-24) | 18.12.2016(Sunday) | 1 | 6 | Internal Assessment Test for Part-III Hons to be held. |
| | 27 th | December (25-31) | 25.12.2016(Sunday) (Christmas day) 26.12.2016 - 31.12.2016(Winter Recess) | 7 | Nil | Study Leave for PG |
| January 2017 | 28 th | January (01-07) | 01.01.2017(New year's day) | 1 | 6 | Class for UG resumes |
| | 29 th | January (08-14) | 08.01.2017(Sunday) 12.01.2017 (Swami Vivekananda's Birth Day) 14.01.2017(Poush Sankranti) | 3 | 4 | Class for UG |

| | | | | | | |
|-------------------------|------------------|-----------------------------|--|---|---|--|
| | 30 th | January (15-21) | 15.01.2017(Sunday) | 1 | 6 | Class, Internal Assessment Test for Part-III Hons to be held. |
| | 31 st | January (22-28) | 22.01.2017(Sunday) 23.01.2017(Netaji Birthday) 26.01.2017 (Republic Day) | 3 | 4 | Class for UG, PG |
| January – February-2017 | 32 nd | January-February (29-04) | 29.01.2017 (Sunday) 01.02.2017-02.02.2017(Saraswati Puja)(Shree Panchami) | 3 | 4 | Internal Assessment Test for Part-III General to be held. |
| February 2017 | 33 rd | February (05-11) | 05.02.2017 (Sunday) | 1 | 6 | Class for UG, |
| | 34 th | February (12-18) | 12.02.2017 (Sunday) | 1 | 6 | |
| | 35 th | Feb- (19-25) | 19.02.2017 (Sunday) | 1 | 6 | Internal Assessment Test for Part-II Hons to be held. Class for UG & PG |
| February-March 2017 | 36 th | February -26 to March -04 | 26.02.2017 (Sunday) | 1 | 6 | Internal Assessment Test for Part-I Hons &Part-II General to be held. |
| | 37 th | March (05-11) | 05.03.2017 (Sunday) | 1 | 6 | 06.03.2017 Closing of 3 rd B.A/B.Sc/B.Com classes. |
| | 38 th | March | 12.03.2017 (Sunday) | 3 | 4 | Internal Assessment Test for Part-I General to be held. |

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|------------------------|------------------|-------------------------------|---|---|---|--|
| March 2017 | | (12-18) | 12.03.2017- 13.03.2017(Doljat ra) | | | |
| | 39 th | March (19-25) | 19.03.2017 (Sunday) | 1 | 6 | Class for UG (1st year & 2nd Year |
| | 40 th | March-26 to April-01 | 26.03.2017 (Sunday) | 1 | 6 | Class for UG (1st year & 2nd Year), |
| April 2017 | 41 st | April (02- 08) | 02.04.2017 (Sunday) | 1 | 6 | Class for PG |
| April- 2017 | 42 nd | April (09-15) | 09.04.2017(Sunda y) | 3 | 4 | Class for PG |
| | | | 14.04.2017 (Chaitra Sankranti)(Good Friday) (Dr. B.R. Ambedkar's Birthday) | | | |
| | | | 15.04.2017 (Bangla Naba Barsha) | | | |
| | 43 rd | April (16-22) | 16.04.2017 (Sunday) | 1 | 6 | Class for PG |
| | 44 th | April (23-29) | 23.04.2017 (Sunday) | 1 | 6 | Class for PG(3rd Sem) |
| April- May- 2017 | 45 th | April-30 to May (01-06) | 30.04.2017 (Sunday) 01.05.2017(May Day) | 2 | 5 | Class for PG(3rd Sem) |

| | | | | | | |
|---------------|------------------|----------------------------------|--|---|---|---|
| May-2017 | 46 th | May (07-13) | 07.05.2017(Sunday) 09.05.2017 (Rabindranath's Birthday) | 2 | 5 | Class for PG(3rd Sem) |
| | 47 th | May (14-20) | 14.05.2017(Sunday) 16.05.2017- 20.05.2017 (Summer recess) | 1 | 6 | Exam., administrative work, academic task, etc. Study Leave for PG |
| | 48 th | May(21-27) | 21.05.2017(Sunday) 22.05.2017- 27.05.2017(Summer recess) | 1 | 6 | Exam., Administrative work, Academic task, etc. |
| May-June-2017 | 49 th | May(28-31) To June (01-03) | 28.05.2017(Sunday) 29.05.2017- 03.06.2017(Summer recess) | 1 | 6 | Exam., Administrative work, Academic task, etc. |
| June-2017 | 50 th | June (04-10) | 04.06.2017(Sunday) 05.06.2017- 10.06.2017(Summer recess) | 1 | 6 | Exam., administrative work, academic task, etc. |
| | 51 th | June (11-17) | 11.06.2017(Sunday) 12.06.2017- 17.06.2017(Summer recess) | 1 | 6 | Exam., administrative work, academic task, etc. |
| | 52 nd | June (18-24) | 18.06.2017(Sunday) 19.06.2017- 24.06.2017(Summer recess) | 1 | 6 | Exam., administrative work, academic task, etc. |
| | 53 rd | June | 25.06.2017(Sunday) | 1 | 5 | Exam., administrative work, academic task, etc. |



| | | | | | | |
|-------|--|---------|--|-----|-----|--|
| | | (25-30) | 26.06.2017- 30.06.2017(Summ er recess) | | | |
| Total | | | | 118 | 247 | |

ANNEXURE - II

**KHARAGPUR COLLEGE
KHARAGPUR**


Students Feedback on Teachers

Department: _____ Year: _____

Please rate the courses on the following attributes using the 10 point scale shown:

| | | | | | | | | | |
|-----------|---|---|---|---|-----------|---|---|---|---|
| 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| ↓ | | | | | ↓ | | | | |
| Very Good | | | | | Very Poor | | | | |

| Name of the Teachers | Attributes |
|----------------------|---|
| | 1. Communication Skills (in terms of articulation and comprehensibility) আলোচ্য বিষয় বস্তুকে দক্ষতার সঙ্গে প্রকাশ করেছেন |
| | 2. Interest generated by the teacher আলোচ্য বিষয় বস্তুকে আকর্ষণীয় করেছেন |
| | 3. Ability to integrate course material with environment/other issues to provide a broader perspective পাঠ্য বিষয়কে পরিবেশ ও পারিপার্শ্বিক বিষয়ের সঙ্গে সমন্বিত করে দৃষ্টিভঙ্গীর প্রসারতা ঘটিয়েছেন |
| | 4. Ability to integrate across the courses/draw upon other courses পাঠ্য বিষয়ের সাথে পাঠ্য বিষয় বহির্ভূত বিষয়কে সমন্বিত করেছেন |


Please See Overleaf

| Name of the Teachers | Attributes |
|--|------------|
| 5. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion) শ্রেণী কক্ষে ও শ্রেণী কক্ষের বাইরে শিক্ষক মহাশয়ের সাহায্য পাওয়া গেছে: (শিক্ষক মহাশয় জীবনে চলার পথে উৎসাহ যুগিয়েছেন) | |
| 6. Ability to design quizzes /examinations/ assignments /projects to test understanding of the course পাঠ্যবস্তুকে সুস্পষ্টভাবে বোধগম্য করে তুলতে যেসব প্রশ্ন সাজিয়েছেন, বিশেষ বিশেষ হোমটাস্ক দিয়েছেন, বিশেষ কোন ধরনের কাজ সুসম্পন্ন করার ভার দিয়েছেন | Very Good |
| 7. Provision of sufficient timely feedback ছাত্রের ভুলত্রুটি সংশোধনের জন্য যথোপযুক্ত সময়ে ব্যবস্থা নিয়েছেন | |
| 8 Knowledge base of the teacher (as perceived by you) শিক্ষকের জ্ঞানের ভাণ্ডার (তোমার ধারণা অনুযায়ী) | |
| 9. Sincerity/Commitment of the teacher শিক্ষকের নিষ্ঠা এবং দায়বদ্ধতা | |
| 10. Overall rating সার্বিক মূল্যায়ন | |