



## THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC : 2012-13

*All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### [ 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](mailto:kharagpurcollege@gmail.com)

Contact Nos. :

03222-225920

Name of the Head of the Institution:

Dr. Nilay Kumar Banerjee (Till March 31, 2013)  
 Dr. Achintya Chattopadhyay (April 01, 2013 to June 30)

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](mailto:tkraykgp@rediffmail.com)

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

NAAC Executive Committee No. &amp; Date:

(For Example EC/32/A&amp;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

1.4 Website address :

[www.kharagpurcollege.ac.in](http://www.kharagpurcollege.ac.in)

Web-link of the AQAR :

[http://www.kharagpurcollege.ac.in/KC\\_AQAR\\_2012-13.pdf](http://www.kharagpurcollege.ac.in/KC_AQAR_2012-13.pdf)

**1.5 Accreditation Details -**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>+</sup>	78	2007	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.6 Date of Establishment of IQAC :**

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

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

2012-13

**1.7 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 \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**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 etc.

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)

UGC-COP Programmes

**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 :

2.6 No. of any other stakeholder and community representatives :

2.7 No. of Employers/ Industrialists : 2.8 No. of other External Experts : 2.9 Total No. of members : 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:

1. "Quality of Undergraduate Studies and Prospect of Higher Education – for students"
2. "Development of writing skill for winning Research Grants – for faculty members"
3. "Learning Excel Software – for support staff"

**2.14 Significant Activities and contributions made by IQAC -**

1. Plans to shift the Central Library to a new building under construction.
2. Construction of Women Hostel is ongoing and on the verge of completion.
3. To upgrade ICT, Library and other facilities in each department.
4. Upgrade facilities in the Boys' Common Room
5. Construction of Students toilets
6. Construction of roads within the college campus
7. Purchasing of new equipment for different Laboratories.
8. Purchasing of computers, Printers, Xerox machine for different departments and offices.
9. Monitoring the quality parameters, quality sustenance and enhancement.
10. Hardware and software up gradation.
11. Vertical extension of Subarna Jayanti Bhavan has been started.
12. Medical facilities enhanced.

**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 achieved by the end of the year \*

Plan of Action	Achievements
Curriculum Aspect	University guidelines regarding admissions, conducting University examinations and Unit Test, Form fill up etc are followed throughout the session
Teaching Learning Evaluation	Teachers are taken their allotted classes as per routine and teaching plans made at the beginning of the academic session. Oral feedback was taken regularly from students and parents.
Research, consultancy & extension	One major projects and two minor projects are going on.
Infrastructure and Learning resources	1. Green board for each class room 2. Civil work of Subarna Jayanti Bhavan, extension work of Central Library, Construction of Girls' Hostel and Boundary walls of the campus are going on.
Student Support & Progression	1. Purchase of (a) Aqua guard, (b) fire extinguisher, and (c) cold water system 2. Modernization of electrical lines 3. Recruitment of guest lecturers for different departments
Governance, Leadership and Management	1. Upgradation of office software in cash section 2. Teachers' involvement as head examiners and examiners, paper setters etc. in university Examination system. 3. Students' achievements in academic and other activities, especially in university, district and state levels. 4. 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 – A ]

Criterion – I1. 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	17			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	18			

  

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	
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.**

## Criterion – II

### 2. Teaching, Learning and Evaluation –

2.1 Total No. of

Permanent faculty

Approved PTT

Approved CWTT

Total	Asst. Professors	Associate Professors	Professors	Others
44	21	21	-	Librarian (01), GLI (01)
29	-	-	-	29
02	-	-	-	02

2.2 No. of permanent faculty with Ph.D.

: 17

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	24	0	0	0	0	16	0	16	24

2.4 No. of Guest and Visiting faculty and Temporary faculty

21	06	01
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	10	30	15
Presented papers	10	20	15
Resource Persons	NIL	05	04

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

This is needless to mention that each teacher applies his/her own skill in the teaching learning process. To make the subject more interesting following strategies are adopted:

1. Use of NPTL lectures
2. Technology enabled teaching & learning. Most of the Departments are provided with LCD projectors with for teaching.
3. Industrial Visits, field trips are conducted to enhance learning process, some departments follow project based dissertation work.
5. The Dept of English taken initiative for communicative English program to the students and also organizes films festival for the students regularly.
6. Invited lectures arranged by different departments by eminent teachers from Universities and scientists from research Institutes.

**2.7 Total No. of actual teaching days during this academic year –** 255

**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 answer script 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
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**2.10 Average percentage of attendance of students:**

76%

**2.11 Course/Programme wise distribution of pass percentage:**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>BENG (PG)</b>	<b>54</b>		33			<b>100</b>
<b>BENG H (UG)</b>	<b>66</b>		3			<b>98.5</b>
<b>ENG H</b>	<b>54</b>		0			<b>100</b>
<b>HINDI H</b>	<b>44</b>		20			<b>97.7</b>
<b>HIST H</b>	<b>42</b>		0			<b>97.6</b>
<b>POLSC H</b>	<b>36</b>		0			<b>97.2</b>
<b>PHIL H</b>	<b>36</b>		2			<b>100</b>
<b>SAN H</b>	<b>34</b>		1			<b>97</b>
<b>GEO H</b>	<b>39</b>		0			<b>97.4</b>

ECO H	4		2		100
PHYS H	30		5		100
CHM H	25		2		96
MATH H	36		5		100
ZOOL H	19		2		84.2
BOT H	08		0		87.5
COMM. (H)	120		34		100
B.A. GEN	192		0		97.9
B.SC. GEN	14		0		85.7
BCOM GEN	40		4		90

## 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:

- Requested the Head of the departments to prepare teaching plan on phase basis as per Academic calendar provided by the Vidyasagar University.
- 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 Student:

- 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	8
UGC – Faculty Improvement Programme	2
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.	1
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	14(Gr-C)+10(Gr- D)	3	Nil	3
Technical Staff	1 (Gr- C) + 12(Gr- D)	4	Nil	8

### Criterion – III

#### 3. Research, Consultancy and Extension –

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

- The IQAC encourage teachers to do Ph.d., M.Phil., Refresher Course, Orientation Programs & Workshops, etc. through study leave and duty leave.
- Besides, it also encourages teachers to get engaged in various research works like MRPs and individual researches and publish the outcome in reputed journals.
- It also encourages teachers and students to take part in researches on local history and in survey of various educational, socio-economic issues of the district.
- It provides moral support in favour of research on regional history such as “Mandir Nagari Pathria”, Bishnupur, etc and also encourage science students to carry out their project work from Midnapur college science centre and Vidyasagar University.

##### **3.2 Details regarding major projects -**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	Nil	Nil
Outlay in Rs. Lakhs		Nil		

##### **3.3 Details regarding minor projects -**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	03		Nil
Outlay in Rs. Lakhs			1.33 (Dr. Rekha Dutta)	

##### **3.4 Details on research publications -**

	International	National	Others
Peer Review Journals	2	20	3
Non-Peer Review Journals	10	25	1
e-Journals	-	-	-
Conference proceedings	7	18	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	2012-15	DST	<b>34.58</b>	
Minor Projects	2012-14	UGC	1.33	0.965
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

**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 -**

Level	International	National	State	University	College
Number	NIL	01	Nil	Nil	04
Sponsoring agencies	-	UGC	-	-	Kharagpur College

**3.11 No. of conferences organized by the Institution -****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 year-**

Total	International	National	State	University	Dist	College
6	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  Any other

**3.21 No. of students Participated in NSS events:**

University level	90	State level	15
National level	Nil	International level	Nil

**3.22 No. of students participated in NCC events:**

University level	75	State level	59
National level	15	International level	01

**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	04	State level	01
National level	02	International level	01

**3.25 No. of Extension activities organized :**

University forum	02	College forum	05	
NCC	04	NSS	06	Any other

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

## 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	11992 Sq.m.	527 Sq.m. Plus Boundary wall	UGC & College	12519 Sq.m.
Class rooms	21	3	-Do-	24
Laboratories	06	01	Own	07
Seminar Halls	01	Nil	--	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	7	1	1.35	1.35
Value of the equipment purchased during the year (Rs. in Lakhs)	2,15,000	24,50,000	UGC	26,65,000
Others				

#### 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	29510		1989	4,24,698/	31499	
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	4		4		8	
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (Donated)	52	Nil	13	Nil	65	Nil

#### 4.4 Technology up gradation (overall) -

	Total Computer	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Ot he rs
Existing	30	01	10	Nil	Nil	01	19	
Added	25	Nil	Nil	01	Nil	Nil	Nil	
Total	55	01	10	01	Nil	01	19	

#### 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	10,49,700
ii) Campus Infrastructure and facilities	30,55,000
iii) Equipments	21,78,090
iv) Others	2,50,000
<b>Total :</b>	<b>65,32,700</b>

## 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:

- Improving the information of support services in the prospectus.
- Receiving the feedback from the students regarding various support services.
- Providing guidance to the needy students.
- Circulate various types of Govt. Notices.

#### 5.2 Efforts made by the institution for tracking the progression

The attempts made by the institution for tracking the progression of the students:

- The college keeps record of students' progression through software database and manual database.
- Individual departments also keep records of students' performance in college and university level examinations and tests.
- The records are discussed in various meetings and proper measures are taken for addressing the issues and problems.

#### 5.3 (a) Total Number of students -

UG	PG	Ph. D.	Others
3706	108	--	--

#### (b) No. of students outside the state -

Nil
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#### (c) No. of international students : N.A.

Nil
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Men	No	%
	1959	51.36

No	%
1855	48.64

Women

Last Year (2011-12)						This Year (2012-13)					
General	SC	ST	OBC	PC	Total	General	SC	ST	OBC	PC	Total
2863	520	177	117	08	3685	2982	452	210	158	12	3814

Demand ratio: 3.5:1

Dropout % : 6.4%

**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 different programmes on career counselling, campus interviews and career guidance for future studies.

No. of students beneficiaries

**5.5 No. of students qualified in these examinations -**

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="04"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	JAM	<input type="text" value="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

**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

**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	89	National level	16	International level	-
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**No. of students participated in cultural events -**

State/ University level	26	National level	03	International level	-
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**5.9.2 No. of medals /awards won by students in Sports, Games and other events –**

Sports : State/ University level	45	National level	07	International level	-
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Cultural: State/ University level	05	National level	01	International level	-
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**5.10 Scholarships and Financial Support -**

	Number of students	Amount
Financial support from institution	550	2,18,690
Financial support from government	655	
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

**5.11 Student organised / initiatives -**

Fairs	: State/ University level	<input type="checkbox"/>	National level	<input type="checkbox"/>	International level	<input type="checkbox"/>
Exhibition:	State/ University level	<input checked="" type="checkbox"/>	National level	<input type="checkbox"/>	International level	<input type="checkbox"/>

**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.

##### **6.3.2 Teaching and Learning :**

- Preparing academic calendar
- Using advanced method of teaching
- Conducting unit test, group discussions and home assignment etc.
- Conducting preliminary examination with innovative known and unknown options

##### **6.3.3 Examination and Evaluation :**

- ☐ Internal Examinations are conducted at regular intervals. (Academic calendar attached).
- ☐ University Examinations are conducted as per the norms and regulations of the Vidyasagar University, Midnapore.

**6.3.4 Research and Development:**

- Establishing research sub-committee for inculcating research atmosphere.
- Teachers are encouraged to write in national and international journals and books.
- Teachers are encouraged to pursue research degrees.
- Research materials are provided to the faculty to enhance their research capabilities.
- Out of 42 permanent teaching staff in the college 17 teachers have Ph. D. Four teachers are pursuing to complete Ph. D programme.

**6.3.5 Library, ICT and physical infrastructure / instrumentation:**

- Central Library the heart of the college is being equipped with modern facilities to cater the need of students, teachers and the member of library through Soul Software.

**6.3.6 Human Resource Management:**

- The institution has sincere, dedicated and committed faculty and Visionary management.
- Staff members have the opportunity to pursue part-time Computer course.
- Besides Various workshops and training programs are organised for the benefit of staff member

**6.3.7 Faculty and Staff recruitment:**

The faculty is recruited through College Service Commission, Govt. of West Bengal as per the UGC norms. While appointing guest lecturers the college follows the guidelines and rules and regulations of the university, the State Govt. and tries to conform to the UGC norms whenever possible. 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	Kharagpur 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/constituent colleges?**

N.A.

**6.11 Activities and support from the Alumni Association -**

Department of Physics of this institution has a Alumni association which is not yet registered under West Bengal Society Registration Act. But the process is going on for registration. This association has organised its fourth reunion programme on 24th November, 2013 in the college campus. They have organized one blood donation camp on 10/12/2013 and organized seminar by eminent faculties of Physics during alumni meet. They also discuss 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

## 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.**

- 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.
- Science Day Observation increased Science Awareness of Students.
- Practical Classes are seriously conducted in all the science department as almost all the practicals mentioned in the syllabus are done in the laboratory
- The College administrative block has been mostly computerized. The administrative staff have been given formal training to understand the technicalities pertaining to working on the technology.

#### **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. Glass board and dust free chalk for most of the class room
2. Process of digitalization of library started.
3. Civil work of second floor Subarna Jayanti Bhavan, Construction of Girls' Hostel and College Gate
4. Purchase of (a) Aqua guard, (b) fire extinguisher, and (c) cold water system
5. Modernization of electrical lines.

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

- Fire Safety and Training
- 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, Subarna Jayanti Bhavan, and Indoor Sports Complex under financial grant of UGC.

2. Incomplete Swimming pool.
3. Absence of modern library
4. Absence of Alumni Association 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.
5. 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) Shifting of Library to the New building.
- 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) Subarna Jayanti Bhavan should be opened for classes. Ladies toilet (eight) in the said building should be available.
- g) Additional Water purifier, Water purifier cum cooler, fire extinguishers are to be installed at various locations.
- h) 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.

Name: Tarun Kumar Ray, Associate Professor



Signature of the Coordinator, IQAC

Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305

Name: Dr. Kaushik Kumar Ghose



Signature of the Chairperson, IQAC

Teacher-in-Charge  
KHARAGPUR COLLEGE



**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

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A.Q.A.R.: 2012-13

## ANNEXURE – I

### Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>July 2012</b>	1 <sup>st</sup>	July (1-7)	01.07.2012 (Sunday) 6.7.2012 (Sabebarat)	2 day	5 days	Practical Class / Exam. for 2nd Year
	2 <sup>nd</sup>	July (8-14)	08.07.2012 (Sunday)	1 day	6 days	Practical Exam. For UG 2nd Year
	3 <sup>rd</sup>	July (15-21)	15.07.2012 (Sunday)	1 day	6 days	17.07.2012 Commencement of 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> year B.A./B.Sc./B.Com. Classes
	4 <sup>th</sup>	July (22-28)	22.07.2012 (Sunday)	1 day	6 days	24.07.12-Last date of admission of 1 <sup>st</sup> year B.A./B.Sc./B.Com students
<b>July - August-2012</b>	5 <sup>th</sup>	July 29-Aug-04	29.07.2012 (Sunday)	1 day	6 days	01.08.2011 Last date of submission of academic auditing report to V.U.
<b>August - 2012</b>	6 <sup>th</sup>	August (5-11)	05.08.2012 (Sunday) (Janmastami)	1 day	6 days	08.08.2012-Last date of change of subject for 1 <sup>st</sup> year B.A./B.Sc./B.com Students
	7 <sup>th</sup>	August (12-18)	12.08.2012 (Sunday) 15.08.2012 (Independence day)	2 days	5 days	Class for UG 1st, 2nd & 3rd Year & PG- 1st & 3rd Sem
	8 <sup>th</sup>	August (19-25)	19.08.2012 (Sunday) 20.08.2012 (ID-UL-Fitre)	2 days	5 days	25.08.2012 –Last date of submission of registration from to V.U. for 1 <sup>st</sup> year B.A./B.Sc./B.com students without fine

## A.Q.A.R.: 2012-13

## Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/ Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
August – September-2012	9 <sup>th</sup>	Aug. 26-Sept.-01	26.08.2012 (Sunday) 29.08.2012 (College Foundation Day)	2 days	5 days	30.08.2012-Last date of admission for 2nd & 3rd year B.A./B.Sc./B.Com students.
September-2012	10 <sup>th</sup>	Sept. (2-8)	02.09.2012 (Sunday)	1 day	6 days	04.09.2012-Last date of submission of Teachers ' Bio-data to V.U.
	11 <sup>th</sup>	Sept. (9-15)	09.09.2012 (Sunday)	1 day	6 days	10.09.2012-Last date of Submission of registration from to V.U. for 1 <sup>st</sup> year B.A./B.Sc./B.Com Students with fine.
	12 <sup>th</sup>	Sept. (16-22)	16.09.2012 (Sunday)	1 day	6 days	Students Union election to be held in between 12.09.2012 to 22.09.2012
	13 <sup>th</sup>	Sept. (23-22)	23.09.2012 (Sunday) 26.09.2012 (Vidyasagar Birth Day ) 29.09.2012 (University foundation day)	3 days	4 days	Class for PG & UG
Sept.-Oct.-2012	14 <sup>th</sup>	Sept-30 Oct. -06	30.09.2012(Sunday) 02.10.12 (Mahatma Gandhi's birth Day)	2 days	5 days	Class for PG & UG
	15 <sup>th</sup>	October (7-13)	07.10.2012 (Sunday)	1 day	6 days	Class for UG & PG
Oct. 2012	16 <sup>th</sup>	October (14-20)	14.10.2012 (Sunday) 15.10.2012 (Mahalaya) 20.10.2012 (Puja Holidays begin	3 days	4 days	Class for UG & PG
	17 <sup>th</sup>	October (21-27)	21.10.2012 to 27.10.2012 (Puja Holidays)	7 days	Nil	Puja Vacation

## A.Q.A.R.: 2012-13

## Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Oct.-Nov.-2012</b>	18 <sup>th</sup>	Oct-28-Nov-03	28.10.2012 to 03.11.2012	7 days	Nil	Puja Vacation
<b>November 2012</b>	19 <sup>th</sup>	Nov. (4-10)	04.10.2012 to 10.11.2012 (Puja Holidays)	7 days	Nil	Puja Vacation
	20 <sup>th</sup>	Nov. (11-13)	11.10.2012 to 13.11.2012 (Puja Holidays)	3 days	Nil	Puja Vacation
	20 <sup>th</sup> (part)	Nov. (14-17)	15.11.2012 (Bhatridwitya)	1 day	3 days	Class for UG & PG
	21 <sup>st</sup>	Nov. (18-30)	18.11.2012 (Sunday)	1 day	6 days	Class for UG & PG
	22 <sup>nd</sup>	Nov-25 Dec-01	27.11.2011 (Sunday)	1 day	6 days	Class for 1st,2nd,3rd Year & PG
<b>December-2012</b>	23 <sup>rd</sup>	Dec. (02-08)	04.12.2011 (Sunday) 06.12.2011 (Muharram)	2 days	5 days	Annual Sports of College Classes for 1st,2nd,3rd Year & PG
	24 <sup>th</sup>	Dec. (9-15)	11.12.2011 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
	25 <sup>th</sup>	Dec. (16-22)	18.12.2011 (Sunday)	1 day	6 days	Inter College Sports of V.U. Classes for 1st,2nd,3rd Year & PG
	26 <sup>th</sup>	Dec. (23-29)	25.12.2011 to 29.12.2011 (Winter Recess)	5 days	2 days	Classes for 1st,2nd,3rd Year & PG/Processing for examination of internal assessment
<b>December-2012 January-2013</b>	27 <sup>th</sup> (Part)	Dec-30-Jan.-01	30.12.2011 to 01.01.2012 (Winter Recess)	3 days	NIL	Classes for PG/Processing for examination of internal assessment

*N.B.- For Honours students at least 1 class test per paper will have to be conducted by the college within the period of the 2<sup>nd</sup> term.*

## A.Q.A.R.: 2012-13

## Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
January-13	27 <sup>th</sup> (Part)	January (2-5)		NIL	4 Days	Classes for 1st,2nd,3rd Year/Processing for examination of Internal Assessment
	28 <sup>th</sup>	January (6-12)	08.01.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year, Exam of PG/ Processing for examination of internal assessment
	29 <sup>th</sup>	January (13-19)	15.01.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & Exam for PG/ Processing for examination of internal assessment
	30 <sup>th</sup>	January (20-26)	22.01.2012 (Sunday) 23.01.2012 (Netaji birth Day) 26.01.2012 (Republic Day)	3 days	4 days	Classes for 1st,2nd,3rd Year & PG
January-February-13	31 <sup>st</sup>	Jan-27-Feb-02	28.01.2012 (Saraswati Puja) 29.01.2012 (Sunday)	2 days	5 days	Classes for 1st,2nd,3rd Year & PG
February-13	32 <sup>nd</sup>	Feb. (3-9)	05.02.2012 (Fateha Duwaz Daham)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
	33 <sup>rd</sup>	Feb. (10-16)	12.02.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
	34 <sup>th</sup>	Feb. (17-23)	19.02.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
February-March-2013	35 <sup>th</sup>	Feb-24-March-02	26.02.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG

## A.Q.A.R.: 2012-13

## Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
March-2013	36 <sup>th</sup>	March (3-9)	04.03.2012 (Sunday) 08.03.12 (Doljatra)	2 days	5 days	07.03.2012 Closing of 3 <sup>rd</sup> year B.A./B.Sc./B.Com Classes for 1st,2nd Year & PG Classes
	37 <sup>th</sup>	March (10-16)	11.03.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
	38 <sup>th</sup>	March (17-23)	18.03.12 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
	39 <sup>th</sup>	March (24-30)	25.03.2012 (Sunday)	1 day	6 days	Classes for 1st,2nd,3rd Year & PG
March-April-2013	40 <sup>th</sup>	Mar.31-Apr. 06	01.04.2012 (Sunday) 06.04.2012 (Good Friday)	2 days	5 days	Classes for 1st,2nd,3rd Year & PG
April - 2013	41 <sup>st</sup>	April (7-13)	07.04.2012 (Easter Saturday) 08.04.2012 (Sunday) 13.04.2012 (Chaitra Sankranti)	3 days	4 days	12.04.2012-Closing of 1 <sup>st</sup> & 2 <sup>nd</sup> year B.A./B.Sc./B.Com Classes Class for PG Practical class for B.Sc. Part-II
	42 <sup>nd</sup>	April (14-20)	14.04.2012 (Bengali New Years' Day) 15.04.2012 (Sunday)	2 days	5 days	Class for PG Practical class for B.Sc. Part-II
	43 <sup>rd</sup>	April (21-27)	22.04.2012 (Sunday)	1 day	6 days	Study Leave for PG 4th Sem Class for PG 2nd Sem Practical class for B.Sc. Part-II

## A.Q.A.R.: 2012-13

## Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
April - May - 2013	44 <sup>th</sup>	Apr.28- May - 04	29.04.2012 (Sunday) 01.05.2012 (May Day) 05.05.2012 (Buddha Purnima)	3 days	4 days	Study Leave for PG 4th Sem., Class for PG 2nd Sem., Practical class for B.Sc. Part-II
May-2013	45 <sup>th</sup>	May (5-11)	06.05.2012 (Sunday) 08.05.2012 (Rabindranath Birth Day)	2 days	5 days	Class for PG-2nd Sem. Spot Evaluation for Part - III/Processing of Part-I & Part-II examination
	46 <sup>th</sup>	May (12-18)	16.05.2012 to 18.05.2012 (Summer Recess)	3 days	4 days	Class for PG-2nd-Sem, Exam of PG-4th Sem. Spot Evaluation for Part-III/Processing of Part-I & Part-II examination
	47 <sup>th</sup>	May (19-25)	Summer Recess	7 days	NIL	Class for PG-2nd-Sem, Exam of PG-4th Sem. Spot Evaluation for Part-III/Processing of Part-I & Part-II examination
May-June-2013	48 <sup>th</sup>	May-26-June -01	Summer Recess	7 days	NIL	Class for PG-2nd-Sem, Exam of PG-4th Sem. Spot Evaluation for Part-III/Processing of Part-I & Part-II examination
June-2013	49 <sup>TH</sup>	June (2-8)	Summer Recess	7 days	NIL	Practical Class for PG-2nd-Sem. Spot Evaluation for Part-III, Processing of Part-I & Part-II examination Admission Process of UG 1st Year
	50 <sup>th</sup>	June (9-15)	Summer Recess	7 days	NIL	Study leave for PG 2nd Sem. Spot Evaluation for Part-III/Processing of Part-I & Part-II examination. Admission Process of UG 1st Year
	51 <sup>st</sup>	June (16-22)	Summer Recess	7 days	NIL	Study leave for PG-2nd Sem. Spot Evaluation for Part-III/Processing of Part-I & Part-II examination Admission Process of UG 1st Year

## Academic Calendar 2012-2013

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of Classes Days	No. of days available for holding Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Jun. - 2013	52 <sup>nd</sup>	June (23-29)	Summer Recess	7 days	NIL	Practical Practice Class for 2nd Year Exam of PG_2nd Sem. Spot Evaluation for Part-III/Processing of Part-I & Part- II examination. Admission Process of UG 1st Year
	53 <sup>rd</sup>	June (30)	Summer Recess	1 day	NIL	Practical Practice Class for 2nd Year Exam of PG_2nd Sem. Spot Evaluation for Part-III/Processing of Part-I examination. Admission Process of UG 1st Year

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**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
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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	