



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		KHARAGPUR COLLEGE
Name of the head of the Institution		Dr. Bidyut Samanta
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03222225920
Mobile no.		9474447501
Registered Email		kharagpurcollege@gmail.com
Alternate Email		bidyut_pbc@yahoo.in
Address		KHARAGPUR COLLEGE, POST - INDA
City/Town		KHARAGPUR
State/UT		West Bengal
Pincode		721305
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Jyotirmoy Pramanik
Phone no/Alternate Phone no.	03222225920
Mobile no.	7003659637
Registered Email	jotir_moy@yahoo.com
Alternate Email	jyotirmoy@kharagpurcollege.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://kharagpurcollege.ac.in/wp-content/uploads/2020/10/AQAR-Report-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/Academic-Calendar-2019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.76	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC

27-Sep-2007

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Student Induction	10-Aug-2019	350

Programme	01	
Workshop on Promotion Under Career Advancement Scheme	14-Sep-2019 01	60
Celebration of Indian Philosopher	14-Aug-2020 01	100
Recent Development in Social History of Modern India	23-Sep-2020 01	110
Seminar on Janma Dwi-Satabarswer Alope Vidyasagar	02-Mar-2020 01	100
Precautionary measures against Corona Virus Infection	07-Mar-2020 01	70
Hand Sanitizer Preparation Programme as per WHO guidelines	24-Mar-2020 01	60
National Webinar On Recent Developments of Chemistry	20-Jun-2020 01	200
International Webinar on Better Understanding of Pandemic COVID-19	23-Jun-2020 01	350
National Webinar on Advancement of Plasma Physics and Nanoscience	30-Jun-2020 01	350
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Kharagpur College	CSR	Govt. of West Bengal	2019 365	4498864
Dr. Jyotirmoy Pramanik, Dept of Physics, Kharagpur College	Research Project	Board of Research in Nuclear Sciences	2019 365	159509
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<p>1.Kharagpur College has received an amount of Rs.1,00,000,00/(Rupees One crore only) under RUSA 2.0 infrastructural grant by the Rashtriya Uchchar Shiksha Abhiyan (RUSA) for new construction, renovation and procurement of equipment, books, computers and printers during the financial year 201819. All the sanctioned new equipment, computers, printers and books under this grant have been procured in the session 20192020. 2. Vertical extension on two existing ground floor buildings is nearly completed. Renovation of girls' common room and attached toilet has been completed. 3. Construction of a new building named "Vivekananda Bhavana" is going on by the financial support of RUSA 2.0 grant. 4. Construction of first floor of the existing central Library building is going on with the financial support of Government of West Bengal. 5. IQAC organized a student induction program on the very first day of the academic session 201920 for the newly admitted students. In this program, students were well informed about the rules and regulations of the college and different activities of the four very important cells e,g. Career Counselling Cell, Grievance Redressal Cell, Women Cell and Antiragging cell of Kharagpur College. 6. IQAC organised a oneday workshop on "Promotion under Career Advancement Scheme" for the teachers and librarians at Kharagpur College, on 14.09.2019. Shri Tushar Kanti Ghara, Jt. DPI, Govt of West Bengal was the resource person in the said workshop. 7. Assigned mentors for counselling and mentoring of each Honours students as per NAAC guidelines. 8. After completion of the last internal assessment, students' feedback on teachers' performance have been taken from the final semester honours students (only those having more than 75 class attendance), and this feedback s will be communicated to the individual teachers by the Principal later on. 9. Annual Quality Assurance Report has been prepared for the session 201819 and uploaded in the college webpage in due time. 10. Introduced online system for collection of student Feedback and mechanism for analyzing the feedback. 11. Distribution of Tata Metaliks Scholarships to the rank holder students of Kharagpur College in B.A/B.Sc/B.Com Hons. exaninations ,2019 has been done. 12. Kharagpur College has registered itself and participated in the National Institutional Ranking Frameworks (NIRF) 2020. 13. All the students of the college have been registered under NAD (National Academic Depository), a mission of the Union Government and UGC for Digital India vision of the Hon'ble Prime Minister. In future, students will be able to download their Admit cards, Mark sheets, Certificates etc. from the website of NAD as or whenever required. Moreover, for the purpose of employment of the students in future, Employers will easily verify their academic records directly from the NAD website. 14. The Department of Chemistry of the college organised an awareness program on Precautionary measures against Corona Virus Infection among the students of Kharagpur College on 07.03.2020. 15. The Department of Chemistry organised a Hand Sanitizer</p>	

Preparation Programme as per WHO guidelines on 24.03.2020 for the college students, teachers and staff and also for the people of Kharagpur Municipal area with the infrastructural support of Kharagpur College and the SDO, Kharagpur. 16. Online Mental support cum Counselling programmes were arranged by the college authority for its students during lockdown period. This interactive counselling was scheduled class wise in different dates and time using Google Meet platform. Mr. Prasenjit Basak, an eminent clinical psychologist of Midnapur Medical College Hospital was the resource person to provide the online support to the students. 17. Online teaching learning process was initiated during in the Lockdown period due to pandemic COVID19, to enable the students to complete their syllabi in due time, and the same is being continued. Online classes have been arranged for the UG and PG students of the college, using digital platforms like Google Meet, Zoom etc. and study materials are being uploaded in the college webpage. 18. A good number of National and International Webinars have been organized by different cells and academic departments of the college. 19. A National Level Oratory competition YUGMA 2020 was held at Astha School of Management, Bhubaneswar, during 21 22 Feb 2020. Four students of Kharagpur College participated in the competition. After tough contest Miss Snigdhashree Senapati, an undergraduate student from English Honours secured 4th position among 300 contestants coming from different parts of India. The team was lead by Dr. Indranil Chakraborty, Assistant Professor, Department of Chemistry. Snigdhashree received Rs 5000/ as the prize money there.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Curriculum Aspect	1.The BOS of the PG Departments of Bengali, English and History regularly discuss the academic affairs mainly regarding progression of syllabus, invitation of senior academicians from various institutes, preparation of examination related activities etc. 2. BOS members of UG departments are regularly in touch with members of Vidyasagar University regarding admissions, conducting University examinations etc. Unit Test, online admission process etc are followed throughout the session
Teaching Learning Evaluation	1.Eminent academicians have been invited from other institutions for taking classes and seminar lectures in the PG departments. 2.Recruitment of guest lecturers for different departments. 3.Regular feedback is taken from final year students to improve the academic system of the college. 4. Online teachinglearning process has been started in the Lockdown period due to pandemic COVID19 so as to complete the assigned syllabus

	<p>of UG and PG courses within stipulated time line and the study materials have been uploaded in the college webpage.</p> <p>5. A number of National and International seminars and webinars were organized by different departments.</p> <p>6. Quality of the boards in the classrooms have been improved.</p>
Research, consultancy & extension	<p>One major project funded by Board of Research and Nuclear Sciences (BRNS), Govt. of India is completed under the principal investigation of Dr. Jyotirmoy Pramanik, Dept of Physics. Two N.S.S. units have been functioning actively under the supervision of Sri. Subrata Paria, Dept of Political Science and Sk. Anisur Rahman, Dept. of Political Science. The NCC unit of our college also actively engaged in different social activities and also organising training camps at different places throughout the year under the supervision of Sri Uttam Das, Assistant Professor, Department of History.</p>
Infrastructure and Learning resources	<p>1. Kharagpur College has received an amount of Rupees One crore only under RUSA 2.0 infrastructural grant by the Rasthriya Uchchatar Siksha Abhiyan (RUSA) for new construction, renovation and procurement of equipment, books, computers and printers during the current financial year 201819. All the sanctioned new equipment, computers, printers, books under this grant have been procured in the session 201920.</p> <p>2. Vertical extension on two existing ground floor building is nearly completed. Renovation of girls common room with attached toilet has been done.</p> <p>3. A new building named "Vivekananda Bhavana" is being constructed by the financial support of RUSA 2.0 infrastructural grant.</p> <p>4. Up gradation of classroom facilities (Bench, study table, study chair, Computer table, ceiling Fans) were done.</p>
Student Support & Progression	<p>1. IQAC has arranged for awarding Tata Metaliks Scholarships of amount Rs. 5000/, Rs. 4000/ and Rs. 3000/ to the rank holders of B.A. /B.Sc,/ B.Com Honours students in the Part I, PartII and Part III university examination. Forty eight rank holder students have received this benefit in this year.</p> <p>2. Kharagpur College Proficiency Award, Principal Sripati De Merit Medal and</p>

Scholarship, Anweshan Bhowmik Merit Medal and Scholarship, Prof.K.L.Saha Merit Medal and Award, Pankaj Kumar Das Memorial Award Mrinalini Das Memorial Award, Prof.L.N.Basak Memorial Award, Benimadhab De Parulbala De Merit Medal Scholarship, Chanchala Bala Memorial Award, Prabodh Chandra Dutta Majumdar Kanika Dutta Majumdar Memorial Award, Principal H.B. Sarkar Merit Medal, Maitreyee Chakraborty Merit medal Scholarship, Prof. Shakti Chakraborty, Merit medal Scholarship distributed to the respective students during the College foundation day ceremony on 29/08/2019. 4. Expansion and cleaning of the NCC parade ground. 5. College swimming pool has been running smoothly from the session 201718. 6. Construction of Sports Complex is completed. 7. Purchase of new equipment as per requirement in the science based laboratory. 8. Parent teachers meeting was continued in all departments. 9. Best student Award and Best NCC Cadet Award have been introduced to encourage the students of the college.

Governance, Leadership and Management

1. Financial aids were provided to the poor students through half free and full free of tuition fess facilities. 2. Kharagpur College Proficiency award and different merit medal and scholarships are awarded to the students for their excellent performances in academic fields, games sports, NCC, NSS and other cultural activities on college foundation day ceremony every year. 3. Inclusion of more girls students in Kanyashree program of Govt. of West Bengal 4. Career counselling for the final year students 5. Regular departmental/college level seminar 6. Participation teachers of Kharagpur College in governing bodies of other colleges as V.U. nominee.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Kharagpur College	09-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Sep-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Admission in UG and PG courses are done through online mode only. Immediately after the publication of 12th level results, the details of UG admission process including the dates of online application and submission of application form, eligibility criteria, intake capacity, admission rules, date of publication of merit list, dates of admission, dates of counselling and other information related to admission, are made available in the college website. The same is also displayed in the notice boards and notice books of the college. Similar procedure is adapted after publication of UG level results for admission into PG courses in the college. Students are admitted strictly on the basis of the merit. The merit list is prepared following the guidelines of Vidyasagar University (the affiliating university), reservation policy of the government, and the recommendations of the admission committee. The admission committee of the college consists of the Principal, all Heads of the departments, Secretary of the Teachers' council and representatives from students and nonteaching staff members. Complying with the reservation policy, a category wise merit list is uploaded in the college website and displayed in the college notice board as well. Selected candidates through the process of ecounselling chose their subject of preference, and consequently get admitted. Admissions in reserved categories are done in accordance with the rules and regulations as laid by the government from time to time.

Separate lists and Merit Panels for all categories with intake capacity are prepared and uploaded in the college website and a copy of the same is also walled up in the college campus for communicating the entire admission procedure of the college to all stake holders. Admission fees are also paid through online mode. On the very 1st day of commencement of classes, all the submitted documents for the admission are verified by the concerned departmental teachers, and one set of hard copy of documents taken from the students for office records and upcoming registration. Data required by the University regarding admission and registration are duly sent to the University. All relevant information regarding college, notices and announcements are uploaded on the website. Important notices, instructions directives from State Govt., UGC and MHRD etc. are downloaded and duly communicated to the competent stakeholders. Printed challans against the fees paid by the students are provided to them. Staff salary notification from banks is done online. All types of MIS transactions from the college to the banks are done online. All tenders related to various works of the College are notified as well as sanctioned online by the college. Regular exercise of e-tendering is followed through Govt. Portal. Ledger records are maintained electronically through Admission Software. Most of the stakeholders of the college are communicated with the college management through MIS system.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

In order to effectively implement the curriculum of the UG and PG syllabi, as framed by the affiliating University i.e. Vidyasagar University, the teachers and management devise an action plan in the beginning of the session through different academic sub-committees. The draft syllabi of all the subjects taught at UG and PG levels are supplied to the affiliated colleges and PG departments for consideration. Later on, workshops are arranged at the University level and the teachers participate in such workshops and finalize the syllabi by recommending necessary changes/modifications in the draft syllabi. Once the

syllabi are finalized and circulated to the UG and PG departments of the colleges, the departments distribute the syllabus content among the teaching staff of the departments in a well-balanced manner depending upon experience, availability, paper specialization of the teaching staff of the respective departments. Maintaining the academic calendar issued by the affiliating University and the college, different academic sub-committees prepare academic plans for every session. Teaching departments thereafter prepare detailed lesson plans for the whole session (semester) that includes not only the syllabus to be covered but also the time for holding internal assessments, seminars and remedial classes for the students in need. At the beginning of each academic session, syllabi are distributed among the teachers of the departments. A well-balanced class-routine is prepared with adequate thrust on Hons. / Core papers. Besides traditional lectures and seminars, facilities of ICT-based classroom teaching is provided by various departments of the college. To complete the syllabi in time, UGC-guidelines regarding workload is strictly followed. Moreover, additional classes for individual teachers are allotted in the routine only with the sole intention to complete the syllabi in time. Audio-visual aids, LCD projectors for making power point presentations, are available at the college to make the teaching-learning process more attractive and interesting to the students. To make the syllabi a little more grabbing to the learners, field tours / field projects are included into the syllabi of a good number of subjects like Bengali, Geography, Zoology and Botany. Being driven by the thought and eagerness to make the studies enjoyable and more acceptable to the students, some departments often undertake programmes like educational excursions and field studies, although such programmes are not included in their syllabi as laid by the University. Internal Assessments are taken timely and properly to evaluate the progression of the students. Seminars on topics related to the syllabi are organized by the College authority where resource persons from various higher educational and research institutions to explain with clarity the portions of the syllabi appearing obscured to the learners. Interactive sessions of such seminars or workshops appears to be immensely helpful to the learners to make the process of knowledge-capture very enjoyable.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Environmental Studies	18/07/2019	1283
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bengali (Hons)	81
BSc	Botany (Hons)	22
BSc	Zoology (Hons)	15
BSc	Geography (Hons)	29
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Every year IQAC and the college authority instruct all the academic departments to collect feedback from the students and their parents as well. From the current session, student feedbacks have been taken through online mode and feedbacks from parents have been collected during parent teachers meeting. Normally, feedback is taken from the final semester Honours students of the college. After collecting the feedback through online mode from the students (those having class attendance of 75 and above) these are preserved in the college server. Each student provides their feedback about teaching quality of individual teachers and the infrastructure of department concerned. These feedbacks are collated, analyzed by the standard software and the item wise output is converted into bar diagrams on a ten-point scale, and the same is intimated to the teacher concerned by the principal at a convenient time. A central committee constituted by the Principal, provide suggestions to prepare the software for overall development of the institution. Necessary suggestions are provided to overcome the shortcomings along with words of appreciation for the positive efforts. The suggestions for betterment of the department or the college are studied and analyzed properly. All the departments organized parent-teachers meeting in the college once in a semester. The major suggestions are communicated to the college authority to take necessary steps for improvement of the conditions of the departments as suggested by the students and /or parents. The college authority also motivates the staff members (teachers and non-teaching staff) to improve the areas wherever such progression is found necessary.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (Hons)	133	524	95
BA	English (Hons)	103	786	69
BA	Hindi (Hons)	94	42	37
BA	Sanskrit (Hons)	94	185	39
BA	History	110	324	89
BA	Political Science (Hons)	117	126	64
BSc	Physics (hons)	77	354	35
BSc	Chemistry (Hons)	70	485	35
BSc	Mathematics (Hons)	110	694	65
BCom	Accountancy (Hons)	170	223	124

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3263	167	80	Nil	26

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
106	65	7	5	2	13

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Semester wise mentoring and counselling of each honours student is done as per NAAC guidelines. Within a few days of commencement of class, first semester honours students are equally divided among the permanent teachers (named as mentor) of the department for mentoring the students on academic advice, library

consultation, community development, personal, psycho-social support and guidance services on professional counseling. Once a student is assigned a mentor, he/she will be under the guidance of this teacher throughout his/her study in the college. For this purpose, a register is maintained by the department to record his /her progress. Apart from the routinized classes of the college, the teachers of each department are always available in the department. As and when the students feel any need to solve out their academic problems, they can easily approach their departmental teachers quite at ease. For better understanding of the student problem and to solve their difficulties WhatsApp groups for students of individual semesters are made. Through these WhatsApp group students get very quick and easy access of their departmental teachers. They can get very quick access of important information about the classes, notices, exams, extra classes, seminars etc, Apart from these, students also get assistance from the teachers like problem solving, checking answer scripts, doubt clearing etc. through interactive participation in these groups especially when they are off the class during recess or vacation etc. The teachers also extend personal help to their students in the college. Besides that, most of the departments organize "Meet-The-Students" programme in which not only the students' suggestions are sought for, they are assisted and consulted adequately in solving out their personal as well as academic problems. In consequence, the students, i.e. the mentees get active support and guidance from the teachers-cum-mentors to carry forward their courses of studies.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3430	106	1 : 32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	64	2	6	31

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Somnath Mahato	Assistant Professor	PhD, Ranchi University, Ranchi
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	BNGPG	Semester -1	12/12/2019	20/10/2020
BCom	Honours/General	Semester -5	23/12/2019	30/06/2020
BSc	Honours/General	Semester -5	23/12/2019	30/06/2020
BA	Honours/General	Semester -5	23/12/2019	30/06/2020
BCom	Honours/General	Semester -3	29/01/2020	03/07/2020

BSc	Honours/General	Semester -3	29/01/2020	03/07/2020
BA	Honours/General	Semester -3	29/01/2020	03/07/2020
BCom	Honours/General	Semester -1	17/02/2020	23/10/2020
BSc	Honours/General	Semester -1	17/02/2020	23/10/2020
BA	Honours/General	Semester -1	17/02/2020	23/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A Continuous Internal Evaluation (CIE) prevails upon at the college as per directives of Vidyasagar University, the affiliating university. Each department of the college generally holds two Internal Assessments for each paper under honours course (Core Course for CBCS) and one internal assessment for each paper under general courses (for non CBCS) and SEC, GE, AECC and DSc (under CBCS course of study). The students are always encouraged to take the internal assessment seriously, since marks scored in such assessments are added to their final result cards issued by the university. Besides this, some of the departments of science stream undertake project works among their students. Such project works prepare the students to a large extent for their final University Exam. Moreover, such works signify the progressive level of academic upliftment of a student in his/her preparation for final semester / year end examination. As an integral part of the curricula, field-tours / field-surveys / field-projects are undertaken by some departments including the department of Bengali, Geography, Zoology and Botany of the college every year which also promote to some extent the prospect of scoring good results in the forthcoming examinations. Printed magazines and wall-magazines are published by different departments with articles from the students and teachers as well.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since the college is an affiliated one under Vidyasagar University, it generally follows the academic calendar prepared and printed by the university during every academic year. Keeping in compliance with the academic calendar as prepared by the university, an academic calendar is also prepared by the college authority incorporating certain additions and modifications if or where ever necessary, and distributed among all teaching and non-teaching staff members of the college. The academic calendar contains the yearly schedule (semester wise schedule for CBCS courses) of the college ranging from the date of commencement of classes, dates of form fill up and submission of students' registration forms to Vidyasagar University by the college, list of holidays (national level holidays, state level holidays, local holidays), date schedule of the college internal assessments and tentative dates of University examinations and other forms of evaluation such as evaluation through performance in departmental seminar presentation etc. The tentative dates of activities of NSS, NCC, Career Counselling and Placement Cell, schedule of other activities such as Parent-Teacher meeting, college social and other cultural programmes, college sports etc are prepared separately by the respective cells and departments. Individual departments also prepare the exam schedule of internal assessments. The Teachers' Council of the college prepares it once a year for each paper under General Course (for non CBCS) and SEC, GE, AECC and DSc (under CBCS course of study). Year-end / Final Examinations are is

held as per the university Academic Calendar. Besides this, the schedules of seminars / workshops / special lectures organized by different departments for promoting quality enhancement of the students, are duly prepared and notified much ahead to all the stakeholders of such programmes.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://kharagpurcollege.ac.in/wp-content/uploads/2020/10/2.6.1-Outcome-All-Final.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGPG	MA	Bengali	52	52	100
ACNH	BCom	Accountancy (Hons)	128	128	100
MTMH	BSc	Mathematics (Hons)	89	89	100
PHSH	BSc	Physics (Hons)	50	50	100
PLSH	BA	Political Science (Hons)	25	25	100
HISH	BA	History (Hons)	42	42	100
SANH	BA	Sanskrit (Hons)	25	25	100
HINH	BA	Hindi (Hons)	48	48	100
ENGH	BA	English (Hons)	75	75	100
BNGH	BA	Bengali (Hons)	82	82	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://kharagpurcollege.in/super/SurveyReport3.aspx>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Major Projects	1095	BRNS, DAE, Govt. of India	3140500	159509
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Scholarship Distribution Programme to the rankers of B.A./B.Sc./B.Com students of Kharagpur College	IQAC, Tata Metaliks, Kharagpur	20/09/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
National Level Oratory competition YUGMA 2020	Snighdhashree Senapati	Astha School of Management, Bhubaneswar	22/02/2020	National Level
Young Teacher Award	Dr. Indranil Chakraborty	Kharagpur College	29/08/2020	College Level
Rastriya Shiksha Ratan Award	Dr. Jagamohan Acharya	MVLA Trust	05/10/2020	National Level
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	02/07/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Sanskrit	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	5	3.5
National	Bengali	2	3.0
International	Chemistry	6	3.5

National	Chemistry	1	2.5
National	Hindi	6	2.0
International	Physics	6	3.5
International	Mathematics	5	3.5
National	Economics	2	3.0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	2
Chemistry	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nutritional potential, health effects and structural diversity of bioactive polysaccharides from Lagenaria siceraria: a review	Dr. Indranil Chakraborty	Journal of Advanced Scientific Research	2020	14	Kharagpur College	1014
Traveler as a risk factor for migration of COVID-19 in India	Dr. Indranil Chakraborty	Journal of Transport Health	2020	14	Kharagpur College	1014
COVID-19 outbreak: Migration, effects on society, global environment and prevention	Dr. Indranil Chakraborty	Science of the Total Environment	2020	14	Kharagpur College	1014
	Dr.	Biocatal	2019	14		1014

Bioactive polysaccharides from natural sources: A review on the antitumor and immunomodulating activities	Indranil Chakraborty	Analysis and Agricultural Biotechnology			Kharagpur College	
Structural characterization of a heteroglycan from an edible mushroom <i>Termitomyces heimii</i>	Dr. Indranil Chakraborty	International Journal of Biological Macromolecules	2020	14	Kharagpur College	1014
Sensitivity Enhancement in the Colorimetric/Spectroscopic Determination of Lysozyme Concentration in Nanomolar Level with Colloidal Citrate Capped Au@Ag Core-Shell Nanoparticles	Sri Debasish Aich	Nanoscience Nanotechnology -Asia	2020	2	Kharagpur College	19
Inter-band Transition in Citrate Capped Marks Dodecahedral Colloidal Gold Nanoparticles	Sri Debasish Aich	Current Nanoscience	2020	2	Kharagpur College	19
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
Nutritional potential, health effects and structural diversity of bioactive polysaccharides from <i>Lagenaria siceraria</i> : a review	Dr. Indranil Chakraborty	Journal of Advanced Scientific Research	2020	14	1014	Kharagpur College
Traveler as a risk factor for migration of COVID-19 in India	Dr. Indranil Chakraborty	Journal of Transport Health	2020	14	1014	Kharagpur College
COVID-19 outbreak: Migration, effects on society, global environment and prevention	Dr. Indranil Chakraborty	Science of the Total Environment	2020	14	1014	Kharagpur College
Bioactive polysaccharides from natural sources: A review on the antitumor and immunomodulating activities	Dr. Indranil Chakraborty	Biocatalysis and Agricultural Biotechnology	2019	14	1014	Kharagpur College
Structural characterization of a heteroglycan from an edible mushroom <i>Termitomyces heimii</i>	Dr. Indranil Chakraborty	International Journal of Biological Macromolecules	2020	14	1014	Kharagpur College
Sensitivity Enhancement	Sri Debasish	Nanoscience Nanotechnology	2020	2	19	Kharagpur

ement in the Colorimetric/Spectroscopic Determination of Lysozyme Concentration in Nanomolar Level with Colloidal Citrate Capped Au@Ag Core-Shell Nanoparticles	Aich	chnology -Asia				College
Inter-band Transition in Citrate Capped Marks Dodecahedral Colloidal Gold Nanoparticles	Sri Debasish Aich	Current Nanoscience	2020	2	19	Kharagpur College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	25	45	50	80
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Ek Bharat Swachh Bharati	Government of India	1	1
Republic Day Celebration Parade at New Delhi	Government of India	1	2
Anti drug rally	NCC Units	2	55
A blood donation camp	Two NSS Units	10	51
Tree Plantation in the college campus	Two NSS Units	8	60

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Parade of the Republic Day Celebration at New Delhi.	Participation	NCC	2
National Level Oratory competition YUGMA 2020	4th position	Astha School of Management, Bhubaneswar	1
Firing competition	1st Position	Thal Sainik Camp, New Delhi	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Kharagpur College NSS Units Kharagpur State Hospital	Social Activity	8	52
Rastriya Ekta Diwas	Two NSS Units	The Birth Anniversary of Sardar Vallabhbhai Patel	2	90
SWACHHA BHARAT AVIYAN	Two NSS Units	SWACHHA BHARAT AVIYAN	2	100
Anti Drug Rally	NCC Units	Anti Drug Awareness	2	80
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Major Research	Dr. Jyotirmoy Pramanik, Department of Physics	BRNS, DAE Funded Project	10
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant
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		details			
Research	Experimental Study of nonlinear waves and stable dust structures	Institute for Plasma Research, Gandhinagar	22/10/2019	30/10/2019	Dr. Jyotirmoy Pramanik
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Crown Cricket Academy, Kharagpur	03/02/2019	Provide high quality cricket coaching by an panel of coaches free of cost to the Kharagpur College students and around the municipal limits of Kharagpur College	60
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9233180	5140562

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	2016	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	34631	972031	1281	561843	35912	1533874
e-Books	8997	5990	Null	Null	8997	5990
e-Journals	2750	5990	Null	Null	2750	5990
Digital Database	17684	323101	Null	Null	17684	323101
Others(specify)	461	Null	Null	Null	461	Null

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Subhra Mishra	Lecture notes in pdf format on Chemical Kinetics for UG 2nd semester students.	Institutional Learning Management System	30/03/2020
Dr. Jyotirmoy Pramanik	Lecture notes in ppt format on Renewable energy and Energy Harvesting for UG 4th Sem	Institutional Learning Management System	31/03/2020
Dr. Indranil Chakraborty	Lecture notes in pdf format on Polymer for UG 6th Semester	Institutional Learning Management System	31/03/2020
Dr. Bimal Krishna Das	Lecture notes in pdf format on Power Series for UG 4th Semester	Institutional Learning Management System	02/04/2020
Prf. Mintu Naskar	Lecture notes in pdf format for M.A. 4th Semester	Institutional Learning Management System	31/03/2020
Dr. Kaushik Kumar Ghose	Lecture notes in pdf format for M.A. 2nd Semester	Institutional Learning Management System	02/04/2020
Prof. Soumyabrata Sil	Lecture notes in pdf format for UG 4th Sem	Institutional Learning Management System	02/04/2020
Dr. Sukla Mondal Saha	Lecture notes in pdf format for UG 2nd, 4th and 6th sem	Institutional Learning Management System	02/04/2020
Dr. Bikash Ghosh	Lecture notes in pdf format for UG 2nd, 4th and 6th	Institutional Learning Management System	30/03/2020

	sem		
Dr. Abinash Sengupta	Lecture notes in pdf format for UG 2nd and 4th Sem	Institutional Learning Management System	02/04/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	149	10	28	28	1	2	23	10	6
Added	38	1	6	6	0	0	0	0	6
Total	187	11	34	34	1	2	23	10	12

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	https://kharagpurcollege.ac.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2515855	2515855	747325	747325

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedure and policies for maintaining and utilizing physical, academic and support facilities are followed as per the decisions of various sub committees namely Purchase Sub-committee, Academic Sub-Committee, Building Sub-Committee (UGC, West Bengal Govt other assistance), Establishment and Campus Development Sub-Committee, Library Sub-Committee etc. formed by the Governing Body of the college. The policies are taken through prior or post approval of the Finance Sub-Committee and finally have to be approved by the Governing Body of the College. Tender rules of Govt. of West Bengal are followed. These Sub-Committees are formed by the representatives from teachers, non-teaching staff and students' Union. The College is limited in financial resources. No engineering department is maintained for construction of physical facilities. However, engineering consultation is sought on case to case basis. Building Sub-Committee, consisting of teaching and non-teaching staff members of the college, nominee from the state government (Govt. of West Bengal) and Assistant Engineer, Paschim Medinipur Zilla Parishad, formulates proposal for new creation of physical facilities and renovation of existing facilities and also looks after the upkeep and maintenance of existing infrastructure. For minor

repair and maintenance of buildings and allied infrastructure the Principal takes decision in conversation with the internal members of the Building Sub-Committee. Purchase Sub-Committee to supervise the purchase of materials for the same. For technology related items (like computers, scanners, smart class room, ICT enabled class rooms and other electronic items) the concerned departments look after the issue in its first place, and if the department feels the necessity to call professional service providers and repairers from outside it decides so through committee meetings. For laboratory related items, the responsibility of maintaining and utilizing is entrusted upon the concerned department in general and the Head of the Department in particular. If the department feels the necessity to avail of the services of professionals/experts from outside, it then passes resolution to this effect and placed the same for consideration of the Principal. Once, it gets the positive nod from the office of the Principal it avails the professional services in respect of the departmental laboratory gadgets. Academic Facilities: Academic Sub-Committee comprising of all Heads of Departments is entrusted with the maintenance of academic facilities like preparation and timely upgradation of class routine, supervising the class holdings as per the routine, supervising the arrangements made by the departments in respect of holding remedial and special/tutorial classes and keeping the academic environment of the college smart and glitches free. The Library Sub-Committee is responsible for maintenance and upgradation of library facilities in consultation with the Academic Sub- Committee. Support Facilities: The college is having a Scholarship Section headed by one full time teacher and three non-teaching staff members to look after the scholarship issues and concession in tuition fees to the poor but meritorious students. The college is having canteen facility which is providing quality services to students and staff.

<https://kharagpurcollege.ac.in/wp-content/uploads/2020/08/Administrative-Sub-Committee-15022020-approved.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Concession in tuition fees	230	151800
Financial Support from Other Sources			
a) National	Kanyashree Prakalpa, Merit cum Means, SC/ST/OBC/Minority, Tata Metaliks, DST Inspire	1136	6400000
b) International	NIL	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mental Support during lockdown period	22/04/2020	3430	Mr. Prasenjit Basak, Eminent clinical

			Psychologist of Medinipur Medical College Hospital
Personal Counselling and Mentoring	29/07/2020	1368	Faculties of Kharagpur College
Bratachari	07/01/2020	100	Bratachari Kendriya Nayak Mandali
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Online Skill Development programs on Business Processing Outsourcing (BPO), Banking, Finance Services and Insurance (BFSI) and Auto Sales Associate in collaboration with TATA STRIVE an organ of Tata group.	30	35	12	12
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
25	25	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Tata	32	12	Rashmi	100	25

Strive

Group of
Companies,
Kharagpur[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	135	PHSH, CEMH, M TMH, ZOOH, BOT H, ECOH, GEOH	Physics, Chemistry, Mathematics, Zoology, Botany, Economics, Geography	Vidyasagar University, Visva Bharati, Midnapur College, Panskura Banamali College, Midnapur City College, B.Ed. College, Bankura University, Burdwan University, Jharagram Raj College, Mohanpur B.Ed. College, Anindita College for teachers Education	M.Sc., B.Ed.
2020	105	BNGH, ENGH, SA NH, HINH, PLSH, PHIH, HISH	Bengali, English, Sanskrit, Hindi, Political Science, Philosophy, History	Vidyasagar University, Midnapur College, Kharagpur College, Ravenshah College, Midnapur b.Ed. College, Banipur B.Ed. College, Jhargram Raj College, Burdwan University, Raja N.L.Khan	MA, B.ED.

2020	25	ACNH	Commerce (Hons)	College Vidyasagar University, University of Calcutta, Burdwan University	M.COM., MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	15
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural	Institution level	60
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	1st position in firing competition at Thal Dainik camp (TSC) camp at New Delhi.	National	3	Nil	Nil	Doyel Ghosh
2020	National Level Oratory co mpetition YUGMA 2020	National	Nil	1	Nil	Miss Sni ghdhashree Senapati
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council in Kharagpur College exists in the name of the Students' Union which is a very strong organ of the college administration. The General Secretary (G.S.) of the Students' Union is a member of the Governing Body of the college which is the highest decision and policy making body of the college administration. The opinions and the suggestion of the G.S. in the GB meetings are taken care of. The Students' Union also maintain the liaison among the Principal, faculties and the students of the college. The students' grievances are properly communicated to the college administration through the Students' Union. Apart from the academic and the cultural programmes of the college, the

Students' Union organizes different programmes every year. The Students' Union of the college organizes Freshers' Welcome ceremony and Raksha Bandhan every year in the college with every pomp and grandeur in the month of August / September. The members also observe Teachers' Day on 5th Sept. every year by paying tributes to their teachers. They also organize Annual Sports of the college every year in the month of December / January with assistance from the Dept. of Physical Education of the college. They also play very active role in organizing the Intra college cultural competition in several events and also in celebration of the college foundation day on 29 th August every year. They also come forward with all kinds of assistance to the students of the college. The members of the Students' Union extend their all-round support and assistance to the students of the college in many a ways that include but are not limited to helping them complete formalities for different purposes such as registration to the university after admission, sending applications through proper channels for scholarships, tuition fees concession, availing hostel facility, and for solving many more academy related issues. During exigencies like flood, storm, spread of diseases like dengue / malaria in the locality, they voluntarily come forward to stand beside the affected people. During normal activities and special camp of N.S.S. Units of the college, the members of the Students' Union extend their helping hands quite gladly and enthusiastically.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Kharagpur College Alumni Association has reformed its executive body on 02/10/2016. This association is registered (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 a few steps for keeping the campus clean. Department of Physics of this institution has formed an Alumni Association in 2007. It organizes its reunion programme biannually in the college campus. This association has received its registration number (7375/2016) on 25/10/2016 under The Provisions of Indian Trust Act, 1882. As a reflection of its determination to play active role as an educational and charitable trust it has been organizing different programmes that are not only beneficial for the students of the college but also for the greater part of the society. The members of the association organize blood donation camps and seminars by eminent faculties of Physics during alumni meet. They also discussed about the current affairs and opportunities for the Physics students in the current global scenario.

5.4.2 – No. of enrolled Alumni:

200

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 02, Activities:02: (1) Organized blood donation camp in collaboration with NSS units of the college on the occasion of the college foundation day on 29.08.2019. (2) Organized one day state level seminar on "70 years of Indian Republic: Understanding the Policies and Politics of State" in collaboration with by Department of Political Science, Kharagpur College, held on 13.03.2020.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Governing Body, constituted by the Principal (as the Secretary Ex Officio member), two nominated persons each from the Government of West Bengal and Vidyasagar University, three representatives from Teaching one from Non-Teaching fraternity and General Secretary of the Students Union, governs the management of the college in compliance with the opinion of the majority of the members. All major decisions regarding on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub committees of the college namely, Finance sub-committee, Academic sub-committee, Purchase sub-committee, Establishment Campus development Sub-committee etc. In addition to those mentioned above, different sub committees are formed under the supervision of Teachers' Council of the college comprising representatives of the teachers for smooth conduction of important academic activities of the college. The secretary of the Teachers' Council through these committees maintains effective coordination between the teaching community and the administration of the college. The management has ensured full autonomy to all the departments with regard to extra academic activities like, deciding curriculum, modification in evaluation system, seminars (both national and international levels), extension lectures, special lectures or academic tours. This practice of decentralization has resulted in participative management for the faculty members cutting across all the departments wherein, the onus of suggesting, planning or successfully organizing such activities lie with the faculty of the various departments of the institution. In general, the college administration holds regular meetings of different academic administrative bodies where teachers, supporting staff members and students participate. Based on the deliberations on different issues, the college finally reaches the decision. Case Study: • During the academic year 2019-20, as the college was closed since 15h March 2020 due to pandemic COVID -19, the institution decided that all the teachers should take the classes through online mode and study materials will be uploaded in the college webpage. Online teaching-learning process was initiated since 30.03.2020 during the Lockdown period due to pandemic COVID-19, to enable the students to complete their syllabi in due time, and the same is being continued. Online classes have been arranged for the UG and PG students of the college, using digital platforms like Google Meet, Zoom etc. Study materials are being uploaded in the college webpage. All the department organize academic seminars through online mode. The Internal Quality Assurance Cell (IQAC) of the college organized an International WEBINAR on "Better Understanding of the Pandemic COVID-19" on 23 June, 2020. Around 2500 participants registered from India and abroad for this webinar. Beside this, the department chemistry and Physics also organized national level webinar on recent development of the subjects. Department of English organized a series of lecture by eminent faculties in collaboration with Egra S.S.B. College during 17th June 2020 to 30th June 2020.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	<ul style="list-style-type: none"> An online Skill Development programs on Business Processing Outsourcing (BPO), Banking, Finance

Services and Insurance (BFSI) and Auto Sales Associate was organized in collaboration with TATA STRIVE an organ of Tata group. They selected 32 passed out students from B.A./B.Sc/B.Com streams for training. After successful completion of training 12 students placed in different organisation. • ICICI prudential visited our campus in February for Campus Interview. Nearly 100 student attended campus interview. 5 students were recruited. • George Telegraph visited our college and through interview they recruited two students for their Kharagpur Branch. • Recently Times of India Group took written test and Interview of our sixty passed out students. But final selection result is awaited. Hope that a good no. of students will get selected. • Apart from these RICE, ICA (Institute of Computer Accountant), EIIM (Eastern Institute of Integrated Management), ARENA ANIMATION, George Telegraph, Smart Education organized seminars on career counselling and skill development. • As college was closed since March 2020 due to pandemic COVID-19, no further job-oriented training and placement programmes were conducted in this session.

Library, ICT and Physical Infrastructure / Instrumentation

1281 new books have been purchased in the session 2019-20, and the number of books has now increased to 35912. Central Library provides reading room and book lending services to its members. Searching e-resources through N-LIST programme of INFLIBNET has been installed. Computerization of the Library Stock has started. The library uses various ICT tools like photocopier, scanner, and printer etc. to help the students. The college has a library sub-committee for monitoring the activities of the library. Instrument purchased for modernization and up- gradation of laboratories.

Examination and Evaluation

Entire process of examination and evaluation of UG courses is guided by the affiliating university. Only 10 of the total marks is allotted for internal assessments which is managed and conducted by the college and rest of the evaluation is done by the university through external evaluation system. In CBCS system, for the papers of CC, GE and DSE, out of total 75

marks, 10 marks and 5 marks are allotted for internal assessments and class attendance respectively. Whereas for the evaluation of papers like SEC and AECC, out of total 50 marks, 5 marks are allotted each for internal assessments and class attendance. For evaluation in PG courses, the university has given partial autonomy to the college from the session 2015-2016, and the College Board of Studies looks after the evaluation process. College Board of studies consists of three internal members and two university nominees as per the guidelines of the affiliating university. 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 finally evaluated by the internal and university appointed external examiners. Scope for review of results is available as per the university guide line.

Curriculum Development

1.The college has little scope of framing curriculum as it is done by Vidyasagar University to which it is affiliated. 2. Teachers are encouraged to attend workshops, seminars etc. regularly in order to keep themselves abreast with the upcoming issues and, ideas and the modern dimensions of knowledge in the relevant fields as well. 3. Senior faculty members are included in various academic bodies like Board of Studies so that they can remain actively involved in framing the syllabus. 3. Board of Studies for the newly introduced PG courses in English and History have been formed. 4. Vidyasagar University, the affiliating university, has introduced CBCS curricula for honours course in all science subjects (UG level) from the academic session 2017-18 and for all other courses (UG level) from the session 2018-19.

Teaching and Learning

The practice of ICT enabled teaching and learning is encouraged by the college authority, and some of the departments have already been engaged in teaching using these aids. For the purpose of smooth conduction of ICT enabled teaching, three LCD projectors have been purchased and one smart

classroom has been established. Teaching plans and methodologies are maintained and audited internally. Topics and assignments for teaching are allotted by the department concerned as per specialization of teachers. Feedback is taken and analyzed properly as far as possible. Innovative practices in teaching, seminars, are encouraged. Task based learning and problem-based learning are some of the techniques that have been introduced. Results of examinations at different stages are analyzed and steps are taken for further improvement. Online teaching-learning process was initiated during the Lockdown period due to pandemic COVID-19, to enable the students to complete their syllabi in due time, and the same is being continued. Online classes have been arranged for the UG and PG students of the college, using digital platforms like Google Meet, Zoom etc. Study materials are being uploaded in the college webpage.

Research and Development

In order to promote research activities in the college, along with the normal class teaching, the college authority has constituted a Research Advisory committee (RAC). The college creates an academic environment that ignites and fosters students' interest in scientific temper and research culture. The college motivates faculty members for research publications in peer reviewed journals with high impact factors. Various departments of the college organize departmental seminars/invited lectures to inculcate research motivation and culture among the staff and students. Space and necessary infrastructural support are provided for research work.

Human Resource Management

Teaching and Non-teaching staff members engage themselves in different developmental activities as per their competency in the respective fields. Six faculties joined in Physics, Mathematics, English and political science department in this session. Students' involvement in academic, cultural and sports activities are worth mentioning. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.

Ragging free campus has been developed. The college has been instilling fundamental values among young generation students through involvement in NSS. In order to create a congenial working environment in the college, administration advocates a sense of regularity, punctuality, discipline, high moral values and cooperation.

Admission of Students

The admission procedure has been conducted through online mode mostly with the help of very user-friendly software. The admission procedure follows strictest principles of transparency. Admission of students to various UG and PG courses has been made purely on the basis of merit and the result of the written admission test in case of PG course. Rules and Regulations for admission as laid down by the affiliating university and state government from time to time (such as category wise reservation, intake capacity, admission fees etc.) are strictly followed by the college. Notifications for admission to various courses are made through the college website. Short listed students are called for counselling through website notification and SMS services. Prospectus containing various details of information regarding admission, faculty members, fee structure, scholarship etc. is provided to the students at the time of admission.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • Online admission process for first year UG and PG students along with online payment facility for 2nd year 3rd year students. • SMS gateway to send important notifications to different stakeholders of the college. • Upgradation of the college website with special importance to MIS. • Communication of important information to general public through website and conventional notices.
<p>Administration</p>	<ul style="list-style-type: none"> • Notice display system for students and other stakeholders through college website in addition to conventional display on notice boards. • All Tender notices are displayed in the college webpage • Regular exercise of e-tendering process through Govt. portal. • Regular exercise of PFMS

	portal to upload expenditure related to Govt. funds. • Submission of retirement related documents through e-pension portal.
Finance and Accounts	<ul style="list-style-type: none"> • Fully computerized office and accounts section. • Maintenance of the college accounts through "Smart College" software. • Disbursement of salary fund from Govt. through HRMS portal. Payment of remuneration from the college fund is also done by e-payment mode through bank mandate. Bill payment are done by issuing cheques or by NEFT.
Student Admission and Support	<ul style="list-style-type: none"> • The admission procedure has been conducted through online mode mostly with the help of very user-friendly software. • Short listed students are called for counseling through website notification and SMS services. • Maintaining students database through tailor 'Smart College' software and AIMS software.
Examination	As college was closed since 15.03.2020 due to pandemic COVID -19, classes and internal assessment taken through online mode using Google meet platform in the remaining phase of the academic session.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Jyotirmoy Pramanik	34th National Symposium on Plasma Science Technology (PLASMA 2019) at Vellore Institute of Technology, Chennai, Dec 3-6, 2019	Plasma Science Society of India	20167
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
2019	State Level workshop on NIRF 2020	State Level workshop on NIRF 2020	14/11/2019	14/11/2019	2	1
2019	Workshop on NAAC awareness	Workshop on NAAC awareness	17/09/2019	17/09/2019	2	1
2019	Review meeting of progress of work under RUSA 2.0 grant	Review meeting of progress of work under RUSA 2.0 grant	03/12/2019	03/12/2019	2	1
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	19/02/2020	25/02/2020	7
Orientation Programme	1	04/09/2019	24/09/2019	21
Refresher Course	1	18/11/2019	30/11/2019	14
Refresher Course	1	12/09/2019	25/09/2019	21
Orientation Programme	1	04/12/2019	24/12/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	Nil	Nil

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college for 2 (two) years to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. Yearly audit of the college finances is made on a regular basis. All processes relating to the financial audit of the college for the financial year 2019-20 is nearly complete, and the same is likely to be conducted by the Vijay Sethia CO, Chartered Accountant, Howrah - 711101, an authorized auditor of Government of West Bengal very soon.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Amit Kumar Roul, Times of India and Others, NSOU Kharagpur College Study Centre	200000	rent of play ground, Auditorium, NSOU study centre
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6.4.3 – Total corpus fund generated

1038208

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Affiliating University	Yes	IQAC
Administrative	No	Nil	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Kharagpur College does not have any Parent-Teacher Association as such. • But the parents and teachers of almost every departments meet once a semester to discuss and monitor the progression of the students. • 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 also informed about the various activities like Literary and Cultural Activities, NSS- related camps and drives, job opportunities and placements through various agencies and through the college as well. • During the meetings parents are made well aware of the pros and cons of various student welfare schemes such as DST Inspire scholarship, Swami Vivekananda Merit Cum Means Scholarship, Minority Talent Search Scholarship, Sitaram Jindal Trust Scholarship, SC/ST/OBC Stipend, Handicapped Scholarship etc so that they can help their wards choose the right scheme to apply Kanyashree prakalpa is a unique scheme of government of West Bengal for the girl students. During the meetings, parents of the girl students

are encouraged to take benefit of the scheme through the Kharagpur College Kanyashree Assistance Cell.

6.5.3 – Development programmes for support staff (at least three)

• The support staff of the college are allowed to attend any training programmes organized by the college or other institute for augmenting their performance. In the current year training programme for implementing the newly introduced online admission software was organized for the support staff. • A few support staff of the college were trained with elementary and advanced Tally utilizing CPE fund for increasing their computer proficiency. • Computer training of the office staff was arranged so as to enable them to handle the online admission and registration of the students. • Two Support staff of the Accounts department was trained by the college to be proficient with e-Pradan and HRMS systems of West Bengal and PFMS of the Government of India.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Post graduate courses in English and History had been introduced from the session 2018-19 with the prior approval of the affiliating University i.e Vidyasagar University. Opening of post graduate courses in Physics, and Mathematics have been initiated. 2. Online teaching-learning process was initiated during the Lockdown period due to pandemic COVID-19, to enable the students to complete their syllabi in due time, and the same is being continued. Online classes have been arranged for the UG and PG students of the college, using digital platforms like Google Meet, Zoom etc. Study materials are being uploaded in the college webpage. More number of online seminars have been organized by all the departments for the benefits of the students. 3. IQAC of the college has been introduced Mentor- Mentee programme for all the students. 4. Introduced online system for collection of student Feedback and mechanism for analyzing the feedback. 5. Vertical extension on two existing ground floor building is nearly completed and renovation of girls' common room and attached toilet has been done with the financial support of RUSA 2.0 grant. 6. Construction of a new building named "Vivekananda Bhavana" is going on by the financial support of RUSA 2.0 grant. 7. Construction of first floor of the existing central Library building is going on with the financial support of Government of West Bengal. 8. ICT based teaching learning equipment have been purchased under RUSA 2.0 infrastructural grants.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Student Induction Programme	10/08/2019	10/08/2019	10/08/2019	425
2019	State Level Seminar on Biodiversity in Midnapur District	08/08/2019	08/08/2019	08/08/2019	100

2019	Workshop on "Promotion under Career Advancement Scheme	14/09/2019	14/09/2019	14/09/2019	65
2019	Celebrated Indian Philosopher's Day 2019	14/08/2019	14/08/2019	14/08/2019	125
2019	National level seminar on "Bhagavad Gita:Its Context and Concerns	12/09/2019	12/09/2019	12/09/2019	100
2020	Awareness program on Precautionary measures against Corona Virus Infection	07/03/2020	07/03/2020	07/03/2020	50
2020	Hand Sanitizer Preparation Programme as per WHO guidelines	24/03/2020	24/03/2020	24/03/2020	50
2020	National Webinar on Recent Developments of Chemistry	20/06/2020	20/06/2020	20/06/2020	250
2020	International Webinar on Better Understanding of Pandemic COVID-19	23/06/2020	23/06/2020	23/06/2020	350
2020	National Level Webinar on Advancement of Plasma Physics and Nanoscience	30/06/2020	30/06/2020	30/06/2020	300
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Student Induction Program	10/08/2019	10/08/2019	175	200

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college has been very conscious about the energy conservation. For this, the college has gradually moved on from normal light bulbs (high wattage) to tube lights, slim lights, CFLs, LEDs and the college has also replaced all the CRT monitor by LCD monitors thus conserving energy to the extent required. College also promotes procurement and installation of efficient electrical systems to save electricity. The College has installed a 20 KW roof top solar plant on the roof of administrative building with the financial support of Government of WestBengal under Alohree Prakalpa. The solar power will be converted into AC power and that will be connected with the state electricity power grid. It is well known that Solar energy has the least negative impact on the environment compared to any other energy source. It does not produce greenhouse gases and does not pollute the water. Solar energy also reaches its maximum production capacity during peak hours, when electricity demand is maximum. The college itself is rich with a huge green coverage consisting of a number of large and small trees. Students of the college not only clean the garden but take initiatives to nourish the trees and the flowering plants. Plantation is regularly done in the campus by the NSS volunteers throughout the year and a special drive is taken on the college foundation day every year.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Ramp/Rails	Yes	6

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	2	02/07/2019	365	Swimming	Training of swimming	110
2019	1	2	02/07/2019	365	Crown Cricket Academy	Training of Cricket playing	60
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
<p data-bbox="236 143 528 203">Student Induction Programme</p>	<p data-bbox="746 143 916 170">10/08/2019</p>	<p data-bbox="1054 143 1485 2085"> Following points are highlighted before 1st semester students on the 1st day of the academic session. 1. Those who will remain absent totally within first twenty days from the date of starting their classes , will not be allowed to continue their enrolment. 2. Concerned Departments have the freedom to take disciplinary measures for keeping healthy Academic Environment. 3. Concerned Departments motivate their students to avail the Library Facilities . They will also encourage the students to participate in the extracurricular activities (specially in the programmes which are conducted by the college authority). 4. They are make aware about the activities of different cells, name of the convener of each cell and their contact details. 1. Career Counseling Cell Convenor, Dr Mahadev Mukherjee 2. Grievance Redressal Cell Convenor, Prof. Debasis Aich 3. Women Cell, Convenor, Prof Udita Bhattacharya 4. Antiragging cell, Convenor, Prof Shukla Saha Mondal. 5. Overall attendance in classes must be 75 for all the students to appear in the Internal and University examinations. 6. A guardian meet with the authority and teachers will be held in the week preceding to the Puja holidays to discuss the overall performance of their ward. 7. There should healthy student </p>

teacher relationship to maintain the goodwill of the college and department and to build bright future as well.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	60
Celebration of College Foundation Day	29/08/2019	29/08/2019	400
Blood Donation Camp	29/08/2019	29/08/2019	60
Celebration of Gandhiji's Birthday	02/10/2019	02/10/2019	50
SWACHHA BHARAT AVIYAN	30/10/2019	30/10/2019	95
Observation of Rastriya Ekta Diwas	01/11/2019	01/11/2019	90
Celebration of Republic Day	26/01/2020	26/01/2020	65
Celebration of Birthday of Swami Vivekananda	12/01/2020	12/01/2020	50
Awareness program on Precautionary measures against Corona Virus Infection	07/03/2020	07/03/2020	125
Hand Sanitizer Preparation Programme as per WHO guidelines	24/03/2020	24/03/2020	45

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- **Use of Renewable Energy:** The College has installed a 20 KW roof top solar photovoltaic plant with the financial support of Government of west Bengal under Aoshree Prakalpa on the roof of administrative building. The solar power has been converted into AC power and that has been connected with the state electricity power grid that will reduce the college electricity bill. Installation of Solar Panel has also contributed to the security of the Girls' hostel campus by illuminating a great portion of it at night. The College has installed a 20 KW roof top solar photovoltaic plat with the financial support of Government of west Bengal under Aoshree Prakalpa on the roof of administrative building. It is well known that Solar energy has the least negative impact on the environment compared to any other energy source. It does not produce greenhouse gases and does not pollute the water. Solar energy also reaches its maximum production capacity during peak hours, when electricity demand is maximum.
- **Water harvesting:** At the centre of the college there is a big pond of nearly 4800 sq metre. The water of the pond is used for non-

drinking purpose such as for the watering of trees, construction and other repairing work of the building etc. Ground water is used mainly for drinking purpose. Thus, the institution seeks to reduce the practice of consuming ground water for regular activities and contributes to the preservation of ground water resources to a certain extent. • Plantation: The college itself is rich with a huge green coverage consisting of a number of large small trees. We have four well maintained gardens inside the college campus. Students of the college not only clean the garden but take initiatives to nourish the trees and the flowering plants. Plantation is regularly done in the campus by the NSS volunteers throughout the year and a special drive is taken on the college foundation day every year. • Hazardous Waste Management: The College does not generate hazardous waste to a great extent. Solid wastes are disposed in closed containers stationed at various points within the college premises and they are regularly cleaned. Emphasis to be put on the purchases of bio-degradable equipment. Hazardous effluents from laboratories of certain departments are disposed in the pits dug in the ground which are covered safely so that they cannot cause any harm. • E-waste Management: Electronic waste, such as discarded computers, office electronic equipment and refrigerators etc. are stored in a separate area and sold out when the stock reaches a certain extent. These items are sold to some hawkers and waste material purchasers under the supervision of the authority.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES (2019-20) A. The Best Practices I 1) Online Mental support cum counselling programmes for all the students during COVID -19 outbreaks (Pre Post lock down period). 2) The Objectives: Interactive counselling by an eminent clinical psychologist to ensure the mental health and psychological concerns of the students during and after lockdown period due to COVID-19. 3) The Practice: This interactive counselling was scheduled class wise on different dates and time using Google Meet platform. Mr. Prasenjit Basak, an eminent clinical psychologist of Midnapore Medical College Hospital was the resource person to provide online support to the students as per following schedule.

Semester/Year	Subjects	Date	Time
Sem - VI	Physics (H), Chemistry (H)	22.04.2020	12.00 noon onwards
Sem - VI	Math, Zoology, Botany and BCA	23.04.2020	12.00 noon onwards
Part - III	History, Political Science, Philosophy, Sanskrit, Hindi Hons and B.Com Hons.	24.04.2020	12.00 noon onwards
PG (Sem II Sem IV)	Bengali, English, History	25.04.2020	12.00 noon onwards
Sem -II	Maths, Physics, Chemistry, Geography, Economics, Zoology, Botany and BCA Hons.	29.04.2020	12.00 noon onwards
Sem -II	Bengali, History, Political Science, Philosophy, Sanskrit, Hindi and B.Com Hons.	30.04.2020	12.00 noon onwards
Sem IV	English, Bengali, History, Chemistry, BA General	02.05.2020	12.00 noon onwards
Sem II	English, B.A. General	06.06.2020	3.00 pm onwards

4) Evidence of Success: Mental health support and counselling program started class wise and, in each program, teachers of the concerned departments also joined there. In every session, Mr. Prasenjit Basak, an eminent clinical psychologist of Midnapore Medical College Hospital used to explain severity of the pandemic and necessity of the lockdown. Thereafter he used to describe what kind of mental problems could arise out of this, and pointed out the ways to get rid of this crisis safely. He reminded the students about the general safely measures against COVID-19 such as covering face with masks, washing hands frequently with soaps/sanitizers, properly using and disinfecting masks, maintaining minimum distance of 1 metre, avoiding touching mouth, nose or eyes etc. He provided certain suggestions to the students to get rid of mental stress during and after lockdown period. His suggestions include positive thinking, being mentally prepared to adjust the lockdown, exercising and meditating regularly,

spending more time with family, taking good care of elderly people, taking deep breath when feeling unrest, avoiding too much of news from electronic media, remembering sweet memories. In the later sessions when the unlock period started, he also described how to gradually cope with the unlock phase after the very long unprecedented locked down phase. After his speech the sessions remained open for discussion, and the students used to ask several questions regarding the problems they had encountered during the period. The resource person used to satisfy their queries. 5) Problems Encountered: Since the college is situated in a semi-urban area many of the students are from interior villages where availability of hi-speed internet connectivity is a genuine problem. Due to this problem, some of the students could not avail the facility of the psychological counselling sessions. Highly dedicated members of the Technology Sub-Committee put in best efforts to have training and troubleshooting easier. Principal together with IQAC concentrates on change management so that resistance to change can be immediately mitigated. 6) Resource Required Online Mental support cum counselling programs conducted using Google meet platform. To access the program in continuous mode and interact with the counsellor, students requires a smartphone and hi-speed internet connection. B. The Best Practices II 1) Conducted Students mentoring and counselling program with their parents/guardians during normal period and lockdown period. 2) The Objectives: To increase attendance in the online classes and to minimize dropouts through personal counselling and to aware their parents regarding online class routine and academic activities of the college. 2. Need Addressed and the Context Students undergo various problems of stress. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is impossible at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in true sense. Besides providing special attention to their studies, mentoring is vital for students to achieve emotional stability and to promote clarity in thinking and decision making for their holistic development. 3) The Practice The practice is that of creating an efficient mentor-ward system. Each teacher is assigned 10-15 students. They meet at least once in a month to discuss, clarify and primarily to share various problems which may be personal, domestic, academic, etc. The teachers are equipped with all the necessary information about his/her mentees on a file. During normal college days mentoring is a regular ongoing process, and parents/ guardians are made aware of the developments/shortcomings of their wards during parent-teacher meetings. But during lock down phase mentoring cum counselling were done through online mode only (through Whaps App groups of the mentor-mentee /e mails/google meet). Respective departments organized students counselling programmes with their parents though online mode using Google Meet platform. 4) Evidence of Success It is needless to say that a mentor gets the job satisfaction. Evidence of success of the practice includes better results in the examinations, more regular attendance, increased participation in co-curricular activities, better discipline on campus and respectful relationship between teachers and students. 5) Resources: This practice requires well-committed teaching staff who have the desire to help students beyond teaching hours. 6. The Institution Name: Kharagpur College Post - Inda, Kharagpur, Pin - 721305, West Bengal Tel: 03222-225920 (O), Fax: 03222-227926 Email: kharagpurcollege@gmail.com Website: www.kharagpurcollege.ac.in Year of Accreditation: December 2006, Grade awarded by NAAC: B Contact person: Dr. Bidyut Samanta, Principal.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://kharagpurcollege.ac.in/wp-content/uploads/2021/01/Best-Practices-2019-20-.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Immediately after the publication of Higher secondary level results, the details of admission process incorporating the dates of availability and submission of application form, eligibility criteria, intake capacity, admission rules, date of publication of merit list, dates of admission counselling and other related information are made available in the college website. The same is also displayed in the notice boards and notice books of the college. Students are admitted strictly on the basis of the merit. The merit list is prepared following the guidelines of Vidyasagar University, reservation policy of the Government, and the recommendations of the Admission Committee. The Admission Committee of the college consists of the Principal, all Heads of the Departments, Secretary of the Teachers' Council and Representatives from students and non-teaching staff members. Complying with the reservation policy, a category-wise merit list is uploaded in the college website and displayed in the college notice board as well. At the time of admission students are provided with a prospectus which, among the other information, highlights the significant features of the college, intake capacity of various Departments, courses offered, subject combinations, fees structure and faculty profile. Students seeking admission in Honours subjects are admitted through counselling. If any vacancy arises after first phase of admission, the candidates from the waiting list are called for second phase of counselling. Merit list of subsequent phases are duly notified. To maintain transparency in admission process and to provide academic opportunities to all qualified aspirants, the college has introduced Online Merit based admission procedure where the students and their guardians are able to know the admission related information like eligibility, schedule, fee structures, intake capacity, University regulations etc., the merit list, merit position through college webpage. They are also alerted about their counselling and admission dates etc. through SMS services. Moreover, after completion of admission in the college all formalities i.e. registration to the affiliated university is completed through online. Online payment system is introduced through SBI collect to make transaction cashless and hassle-free. This process also makes accounting very easy and errorless. SBI collect. Students who applied online, were fully satisfied with the system due to less hazards and saving of times. Complaints and grievances were minimized. Campus was not crowded although we received more than seven thousand application. Students came to campus only after getting admission. So, campus was peaceful during admission process. Students come to the college on the date of commencement of classes. On the 1st day of their college, original copy of their submitted documents through online are verified by the departmental teachers and two sets of documents took from them for office records those are required during University registration. Admission process will be completed after the verification of original documents and application form generated at the time of online application.

Provide the weblink of the institution

<https://kharagpurcollege.ac.in/>

8.Future Plans of Actions for Next Academic Year

1. More online mental support cum counselling programmes for all the students will be conducted during post COVID -19 outbreaks. 2. Online students mentoring and counselling programmes with their parents/guardians to be conducted regularly by all the departments. 3. Online teaching learning process will be continued as per university academic calendar. Study materials to be uploaded in the college webpage. 4. A number of National and International Webinars to be organized by

different cells and academic departments of the college for the benefits of the students. 5. Construction of 2nd and 3rd floor of the existing ground floor building and a New building named "Vivekananda Bhavan" under RUSA 2.0 grant to be completed and to make these buildings ready to use for classes during the next academic year. 5. Vertical extension of the Library building to be completed. 6. A few smart class rooms are to be constructed for conducting online classes and webinars. 7. Registration and participation of Kharagpur College in the National Institutional Ranking Frameworks (NIRF) -2021 to be done. 8. Expedition of the activities under National project UNNAT BHARAT AVIYAN. 9. Expedition of the automation process of the college library. 10. Making the students job oriented and career conscious through Career Counselling Programmes. 11. Introduction of skill based and career-oriented courses. 12. Faculties will be encouraged to be engaged in research works. 13. Workshops on role of NSS to promote a healthy social life for our students and NSS volunteers will be organized. 15. AQAR 2019-20 is to be completed and uploaded. 16. Preparation of self-study report (SSR) and other documents for the visit of NAAC Peer Team in the session 2021-22.