YEARLY STATUS REPORT - 2022-2023

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 its own campus?	Yes
• Phone no./Alternate phone no.	03222225920
• Mobile no	9474447501
• Registered e-mail	kharagpurcollege@gmail.com
• Alternate e-mail	principal@kharagpurcollege.ac.in
• Address	Kharagpur College, Post - Inda
• City/Town	Kharagpur
• State/UT	West Bengal
• Pin Code	721305
2.Institutional status	
• Affiliated /Constituent	Affiliated College
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

	• Name of the Affiliating University	**Vidyasagar University**
	• Name of the IQAC Coordinator	**Dr. Jyotirmoy Pramanik**
	• Phone No.	**03222225920**
	• Alternate phone No.	**03222225920**
	• Mobile	**7003659637**
	• IQAC e-mail address	**iqac@kharagpurcollege.ac.in**
	• Alternate Email address	**jyotirmoy@kharagpurcollege.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)		https://www.kharagpurcollege.ac.in/assets/Pdf/AQAR/KC-AQAR-2021-22.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
	• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2022-2023.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.00**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B++**	**2.76**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC	**27/09/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines		**Yes**
• Upload latest notification of formation of IQAC	[View File]()	

9.No. of IQAC meetings held during the year	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

As per recommendation of Internal Quality Assurance Cell (IQAC) of this college, all the departments conducted students seminar and semester wise mentoring and counselling of the students. Parent-teachers meetings were also conducted in all departments in this academic session. Mentor allotment of 1st semester students was done.

Seventeen certificate courses conducted by the different departments for additional skill and knowledge.

College authority visited different department throughout the year to know the progress of the departments and any difficulties faced by the students. Authority tired to resolve the issues as early as possible.

The institutional environment and energy initiatives are confirmed through Energy, Environment and Green Audit certificate by the Greenvio Solutions, Palghar District, Maharashtra- 401208. Also, Sustainability index certificate has been provided by the MGNCRE, Govt of India in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management.

Online Feedback has been taken from all the stakeholders i.e. Students', teachers, parents and Alumni. These feedbacks were discussed in the IQAC meeting and communicated to the individual teachers by the Principal for quality improvement of teaching learning process.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To monitor Curriculum Aspect regularly by the BOS members	1. The BOS of the PG departments of Bengali, English and History regularly discuss the academic affairs, mainly progress of syllabus, invitation of senior academicians from various institutes and preparation of examination related activities etc. 2. BOS members of UG departments are regularly attached to the members of Vidyasagar University regarding admission, conduction of the University examinations, internal assessments etc throughout the year.
Initiatives towards Teaching Learning Evaluation	1.Regular teaching learning process continued following the University academic calendar. 2. All departments are equipped with computer, printer and broadband internet connection. 3.Mentoring and parent teacher meetings were conducted by all the departments. The Principal and IQAC Coordinator along with a few members of IQAC also remained present in the mentoring programmes conducted by all the departments. 4.The central library "Jibanananda Kendriya Granthagar" is enriched with books and e-resources for access of the students and teachers as well. Teachers regularly upload study materials to the college web portal for access of the students. 5. Student's seminars were conducted by all the departments during this academic session. Best three speakers were awarded

	to encourage the students in participative learning. 6. Sri Alok Haldar, Assistant Professor in Computer Science has been awarded as Young Teacher for the year 2022-23.
IQAC encourage the teachers for Research, consultancy & extension also encourage NCC & NSS units for extension activities	One major project funded by the Board of Research and Nuclear Sciences (BRNS), Govt. of India is completed where Dr. Jyotirmoy Pramanik, Dept of Physics was the principal investigator. Many teachers published their research works in UGC listed reputed national & International journals. On the recommendation of the IQAC, the college authority approved study leave of Dr. Samir Kumar Giri to carry out research activities in IISER, Thiruvananthapuram. Duty leaves are also sanctioned in favour of Dr. Kaushik Chakraborty, Dr. Anjana Mondal and Dr. Koushik Bhattacharya for their PhD viva during this academic session. Teachers are also allowed duty leave for their research paper presentation in conferences. Two N.S.S. units have been functioning actively under the supervision of the Programme officers Sri. Subrata Paria, Associate Professor and Sk. Anisur Rahman, Assistant Professor. NSS units of the college organized several programmes such as blood donation camps, Thalassemia detection test and health check up for the students, observation of International Yoga Day, Seven days Yoga orientation programs for students and teachers of the

	college etc. The NCC unit of the college was also actively engaged in different social activities and arranged training camps at different places throughout the year under the supervision of Sri Uttam Das, Assistant Professor and A.N.O.
IQAC plan to develop Infrastructure and Learning resources	As per recommendation of IQAC, eight classrooms are equipped with modern interactive flat touch panels and five more class rooms are equipped with ICT enabled tools. Fifty five number of books have been purchased for PG courses as per current syllabus and two number of journals have been purchased in regular interval.
Initiatives towards Student Support & Progression	1. 2014 number of students benefitted by scholarships and financial support by the Government and 53 number of students received freeship and financial support by the institution and non- Government. 2.Kharagpur College Proficiency Award, Principal Sripati De Merit Medal and 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 have been handed over to the respective students during the College foundation day on 29/08/2022. 3. Around 70 number of students placed in different positions in the Bandhan Bank, Rashmi Group of Industries and SBI Life through campus interview by the Career Counselling, Training & Placement Cell of our College during the year. 4. As per the direction of West Bengal Government, students week has been celebrated from 02.01.2023 to 08.01.2023 for awareness of different available scholarship, students credit card, different facilities available in the college and different extension activities.
Initiatives towards 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 awards and different merit medasl and scholarships are awarded to the students for their excellent performances in academic fields, Games and sports, NCC, NSS and other cultural activities on college foundation day ceremony. 3. Inclusion of more girl students in Kanyashree program of Govt. of West Bengal 4. Career counseling for the final year students 5. Regular departmental/college level seminar 6. Teachers of Kharagpur College have participated in governing bodies of other colleges as V.U. nominee. 7.

	Mentor-Mentee program is implemented with utmost care and sincerity. 8. Feedback of all the stakeholders are considered in different committees as well in the Governing body of the college. IQAC has also arranged programs

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Kharagpur College	**14/12/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	**15/03/2024**

15.Multidisciplinary / interdisciplinary

Kharagpur College is a highly esteemed co-educational academic institution offering UG & PG Courses in multifarious subjects. Kharagpur College is a grant-in-aid type of co-educational college affiliated to Vidyasagar University (previously to the University of Calcutta), West Bengal and enjoys UGC recognition under 2(f) and 12(B). It has been accredited by NAAC in cycle 2 as an 'B++' grade College in 2016. The College offers 16 (sixteen) under-graduate Honours courses; 07 (seven) under the Faculty of Arts,08 (eight) under the Faculty of Science, 01 (one) under the Faculty of Commerce. It runs 03 (three) more UG General course: B.A General in the Morning Shift, B.Sc. General (Pure and Bio. Science) in Day shift and B.Com General in the evening shift. Honours students are to study four generic papers from two subjects other than the honours subject. B.Sc. students of General courses are to study three different
subjects and students of BA General course are to choose four different subjects in their entire course. Apart from these, all the students are to study a compulsury ENVS and AECC language in the

first year. Besides this, it offers Computer Science, Sociology and Physical Education as a General Subject. It also offers M.A . courses in Bengali, English and History.

16.Academic bank of credits (ABC):

Kharagpur College follows the regulations of affiliating University. As per the guideline of the affiliating University generation of ABC ID of the students have been initiated.

17.Skill development:

Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills among the students to make them ready for the world of work. Students seminar organized by all the department frequently, by which soft skill like communicative skill and preparing the seminar material developed among the students. students participate in the teaching learning process. Besides this, seventeen certificate course organised by the different department for additional skill and knoweldge. Two days workshop on "Self Defense" was concucted by the Women cell of the college in collaboration with Paschim Medinipur District Sports Karate-Do Association during 25-26 November, 2022.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

India has a tradition of Knowledge from Ancient time. Knowledge builds human character in Spiritual, Physical, divine and Scientific manner. Our Indian tradition of Knowledge not only impact moral education but also teaches us how to prove knowledge – dignity through scientific method of research. So it is said in the Gita, 'Jnana Vijnana sahitam'.
Indian Knowledge system has torched many aspects.Indian society has always emotionally involved great value to knowledge. The mystery of how people can shape their future in the right way has been discussed in our Indian Knowledge System. India is usually described as chaturda?a-vidy?-sth?nas (14) consisting of

- the 4 Vedas

- the 6 Ved??gas

- Itih?sa and Pur??a

- Dharma??stra

- Dar?ana

- Ny?ya

In other places, sometimes the four Upavedas, namely ?yurveda (health-care), Dhanurveda (archery), Gandharva-veda (dance, music etc.) and Sth?patyaveda (architecture) are also added to the list, taking the total eighteen (a???da?a).

C??akya, in his Artha??stra, classifies knowledge that one needs to know into four types:

- ?nv?k?ik? – used in the general sense of (contemporary) Science, encompassing logic and philosophy

- tray? – used to refer to traditional knowledge, to the Vedas in particular

- v?rtt? – used to represent wealth creation (agriculture and commerce)

- da??an?ti – used to represent politics and public administration

The subject of Indian Knowledge System has gained special acceptance in today's Education system to improve the tremendous knowledge of Bharat.

Kharagpur College is a College located in a multi-lingual community. The College has multiple Language departments namely Bengali, Hindi, Sanskrit and English and all these departments offer full programs or courses in different programs which deal with India Languages, Culture, and Knowledge System among other topics.

Besides, Departments like Philosophy, History, Sociology, Political Science provide courses on Indian culture and value systems like 'Indian Ethics', 'Teachings of Srimad Bhagabad Gita', 'History and Culture of Bengal and Bharat', 'Polity Society and Culture in Contemporary India', Colonial Economy, Society and culture, Ancient Indian History, Culture and Archaeology', Contemporary Indian Philosophy etc.

Physical Education department has also promoting practice of Yoga and Bratachari among students to develop the Indian knowledge tradition in our College. The ultimate goal of a Bratachari is the attainment of the ideal of the complete man by attaining perfection in self-development in all spheres of life- physical, mental, moral and social.

Various awareness programs are developed in the College such as Indian value system organized by various departments of the College as well as NSS and NCC units from time to time through Seminars, Webinars, certificate course, Special talks etc.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Teachers are very much aware about the programme outcomes(POs), programme specific outcomes(PSOs) and course outcomes(Cos) because they themselves prepare these documents according to the UGC / University syllabi.

Students are made aware about these outcomes through the college website
(Link: https://www.kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf). The courses offered by the institution in some Academic Year are detailed in the prospectus of the institution of that Academic year. Students are also informed about the POs, PSOs and COs directly in the induction programme and in the first class of each semester. POs, PSOs and COs are also discussed by the teachers with the students as and when teachers feel the necessity.

20.Distance education/online education:

The college has a study centre (H-06) of Netaji Subhas Open University inside the campus. This centre offers following courses. PG Courses (2 years): Bengali, English, English Language Teaching, Political Science, History, Social Work (MSW), Public Administration, Mathematics, MLIS,Education. P.G. Diploma (One Year): Journalism & Mass Communication. UG Courses: B.A. Honours in Bengali, History, English, Sociology, Political Science, Public Administration, B.Sc. Honours in Geography and B.Com.

Centre Co-ordinator: Dr. Pradip Kumar Gain, M.Sc., PhD, Associate Professor in Mathematics Working Hours: Saturday- 12 Noon – 4PM, Sunday – 10 AM – 4 PM.

Extended Profile

1.Programme

1.1   **677**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **3952**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **916**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **914**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **101**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **109**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**677**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**3952**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**916**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**914**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**101**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	109

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	50
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1,57,87,468.00
4.3 Total number of computers on campus for academic purposes	224

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution incorporates a planned and well-documented method to ensure proper and effective delivery of the curriculum. In order to implement the curriculum of the UG and PG syllabi effectively, 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 routine committee prepares the master routine inconsultation withthe HODs, and circulates to the departments for preparation and circulation of departmental routines.Routine are made after consideration of the guidelines of the Univeristy syllabus and opinion of the academic subcommittee. Provision of tutorial classes and classes for slow and advanced learners are also made. Syllabus distribution is done in the departmental meeting. All the teachers preparetheir teaching plan before the commencement of classso that curriculam delivery can be completed in time. Special lecture by the faculties of other colleges are also planned. Due to shortage of teachers in few

subjects, faculty of other colleges are also engaged. All the departments conduct two internal assessments for each paper as a part of the university prescribed examination pattern.At the end of each semester, Vidyasagar University conducts end-semester examination. For the session 2022-23, the university as well as the college functioned on offline mode as the institution reverted to classroom teaching. The college functioned according to its usual method of action with the pandemic situation being over.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://www.kharagpurcollege.ac.in/Teaching-plan.aspx]()

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar which is prepared at the beginning of each session, chalks out the framework and probable course of action for each session. The tentative dates of internal assessments are mentioned in the academic calendar. Based on this academic calendar and the university notifications, departments prepare the schedule of Internal Assessments of each course. The departments also notify the date and time of assessments to the students. All the departments conduct internal assessments for each paper as a part of the university prescribed examination pattern. This is a continuous process which helps the institution to monitor student progress and ensure an effective delivery of the curriculum. After the conduction of the tests, feedbacks are shared with the students in the form of general discussion. The Internal Assessments are significant as these hold weightage in the end semester results under the university evaluation framework. Each department maintains proper documentation of the evaluative internal assessment conducted during each academic session. During session 2022-23, all the internal assessments were conducted thorough offline mode as both the parent university and the institution had switched back to normal functioning pattern with the pandemic situation being over.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2022-2023.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   **A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

22

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

2707

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution integrates converging issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics to understand the problems and question them. Several undergraduate and postgraduate courses incorporate their course topics which cover gender issues, Environment ethics and Human values. To spread awareness among the girl students, a special paper on Women's Writing (For example in English literature, Sem-V, CC - 12, Philosophy, DSE - 2, Political Science- semester 1, CC - 1) is taught in classes to spread knowledge of women's rights, patriarchal oppression, etc. Environmental Studies is a part of Curriculum for all the 1st year UG students where students are made aware of various factors and issues pertaining to environment. They prepare projects on several burning issues concerning environment. English PG has courses on tribal, folk and Dalit literature, Gender studies and awareness about the environment and the Anthropocene (green awareness) which

inculcates caste awareness among students and make them familiar with issues pertaining to gender and the environment. Students prepare projects on the same, attend workshops covering those issues which sensitize themon the marginalized and sub-altern sections of the societal structure.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1625

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://kharagpurcollege.in/studentportal/author/StudentFeedBackTeacherWise.aspx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kharagpurcollege.in/studentportal/author/SSSFeedBack.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1737

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

605

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning levels of students are assessed through the mechanisms like internal assessments, assignments, students' seminars, mentor-mentee interactive sessions, individual interactions, etc. Special Programmes like remedial classes, academic counselling by the mentors, individual discussions etc. are employed for helping the slow learners to make up their learning backlogs. Study materials prepared by the teachers are uploaded in the departmental pages of the college website, so that any student can learn at her/his suitable time and scope which benefits the slow learners significantly. Special classes are also arranged for advanced learners. Advanced learners are always encouraged to choose advanced level topics for their presentation using PowerPoint presentation and computer simulation in the Students' Seminars organized by the departments. Advanced learners are encouraged and assisted by the departmental teachers to appear in national level exams and entrance tests (like JAM, JEST, CUCET etc.) for admission to prestigious institutions like IITs, JNU, BHU, AMU, JMIU, University of Hyderabad and many other institutions for higher studies like masters or integrated research etc.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/Seminar-workshop.aspx
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3952	101 + 7(PMRF of IITKGP)

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Apart from classroom lectures, Kharagpur College tries to enhance the learning experience of students by adopting different students-centric methods of learning like experiential learning, participative learning and problem-solving methodologies both inside and outside the classroom.

The experiential learning strategies include open ended lab work, field works and projects. Experiential learning is encouraged through field surveys and interviews conducted by the Departments of Geography, English, Bengali, Zoology, Botany and Economics. This enables students to gain practical knowledge of what they learn in the classroom.

The participative learning is encouraged through students' seminars on relevant topics, field visits, group discussions, debates, Quiz contests. Projects, brain-storming sessions. IQAC, NSS unit, Cultural Sub-Committee organise seminars and debates where students from different disciplines participate. Problem solving ability of the students are enhanced by conducting project works by several Departments. Apart from formal classes, the teachers solve the queries of the students through assignments, discussions, and solve problem through personal communications etc. Departments of different disciplines give Special attentions to slow and advance learners while conducting classes and also

outside the class as well. Questions of national level examinations like JAM, JEST, NET, SET, CUETPG etc. are discussed in classes.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://kharagpurcollege.ac.in/Seminar-workshop.aspx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use a wide range of ICT enabled tools such as Digital Interactive Board, Smart board, LCD Projectors to ensure effective teaching-learning process and the College Authority always inspires and assists for such activities. Online repository of study materials was made by the faculties. Departmental pages of the College website are used as repository of study materials. The institution has access facility to open educational resources through INFLIBNET. All the Departments created WhatsApp groups with students for sharing study materials, assignments, resource links, Departmental and institutional information and online class links for classes and assignments. Students also use Digital Interactive Board while delivering their seminar lecture. Video lectures: These are also shared by the teachers with the students. Google Maps and Google Earth apps: Geography Department adopts these apps to find the distances and look at the 360-degree images of different geographical regions. Faculties often use PowerPoint presentation with LCD projector. Department of English, Bengali and History show films and documentaries on relevant topics to the students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

101

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

44

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1250

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Kharagpur College has a transparent and continuous internal assessment system. Internal Assessment is mandatory as per the regulation of Vidyasagar University. The result of Internal Assessment(s) constitutes a part of the final score of each paper Of a 75 marks paper, 10 marks are allotted for Internal Assessment. A part of marks in each paper is awarded through internally arranged Internal Assessment examination system and the rest is awarded by the University. Preservation of the records of the internal assessments is mandatory and the evaluated answer scripts are preserved by the Departments. In case of internally arranged class tests, evaluated answer scripts are often shown to the students so that they can find their mistakesfrom the checked answers and can point out mistake(if any) in evaluation. Viva-voce is also carried out with utmost transparency. In addition to class tests, Departments conduct students' seminars for internal assessment. If students' seminars are used as internal assessments, marking on the presentation of the students are done by a number of teachers and average result is taken.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kharagpurcollege.ac.in/Examination-pattern.aspx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per UGC regulations, Kharagpur College has already constituted a Grievance Redressal Cell. Students can approach the respective heads of the Departments anytime with their grievances / queries regarding evaluation of their answer scripts or any related issues. Students can send their grievances regarding internal assessment through the respective Departmental email ids and as well as by submitting online grievance form which is available in the college webpage. If at any point of time during the course, a student finds himself /herself not happy with the evaluation of his/her answer script, he/she is free to relate all her grievances to the Head of the concerned Department. Now if the accusation is found justified by the Head of the Department, then H.O.D informs the concerned teacher. Again, if the complaint is against the Head of the Department, then it can be forwarded to the Grievance Redressal Cell which takes the necessary steps immediately. Complaint Box for students are placed at different places in the College campus. This cell redressesthe grievances within 15 days.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.kharagpurcollege.in/grievance/survey.aspx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcome (POs)and Course Outcome (COs) for all programmes offered by the institution are highlighted at the outset on the College Website (Link https://www.kharagpurcollege.ac.in/assets/Pdf/LearningOutcomes.pdf). POs and COs are displayed in details in the College Prospectus to make all the stakeholders, especially the students, aware of the objectives of the different courses offered that are expected from each course when they become graduates. Teachers are very much aware about the POs, PSOs and COs because they themselves prepare these documents according to the UGC / University syllabi. Students are made aware about these outcomes through the College website (Link https://www.kharagpurcollege.ac.in/assets/Pdf/Learn ing-Outcomes.pdf). The courses offered by the College in academic year are made detailed in the College prospectus of the session. Students are also informed about the POs, PSOs and COs directly in the induction programme and in the first class of each semester.

POs, PSOs and COs are also discussed by the teachers with the students as and when teachers feel the necessity. At the beginning of the course, each Department, in its induction programme, emphasizes the programme outcomes and course outcomes. The Admission Committee with its online services helps the students to make aware of the objectives of the programme and course outcomes so that the decision making process of the students while choosing their courses becomes streamlined.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course Outcomes (COs) is evaluated by the scores of the students in the examinations conducted by the affiliated university. In terms of Grade Point, attainment of Course Outcomes (COs) is evaluated by the scores of the students in the end-semester examinations conducted by the affiliated University. There are Six (6) end-semester examinations for the Undergraduate students and Four (4) end-semester examinations for the Postgraduate students. Attainment of Programme Specific Outcomes (PSOs) is evaluated by the performance of the students of each specific programme in 1. The admission to the higher education institutions. 2. Getting employment in government or private sectorsbased on the specific programme. 3. Self-employment based on the specific programmeetc. Attainment of Programme Outcomes (POs) is evaluated by the performance of the students in 1. The admission to any professional / training courses not specific to their discipline of study in the college. 2. Getting employment in government or private services not specific to their discipline of study in the college. 3. Self-employment not based on their discipline of study in the college etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Programme-Outcomes-KGP.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

967

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://kharagpurcollege.in/studentportal/author/InstitutionalFeedBackPieChart202223.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	*View File*

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	*View File*
Institutional data in prescribed format	*View File*

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	*View File*
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Kharagpur College has an Entrepreneur Development Cell consisting of entrepreneurs, members from different local industries,

District Chamber of Commerce & Industries and a few teacher members.The cell periodically motivates the students of the college towards self-employment by interactions and visiting processes of industry.To further extend the opportunities to the students, Kharagpur College has created a link with the EDC of IIT Kharagpur and MSME.

The college intends to incubate young talents beyond their conventional studies. Students are encouraged to explore their talents in paintings, toy making, handicrafts, preparing delicious dishes etc through several competitions, exhibitions, Campus Bazar etc.The college authority has started the practice of purchasing selected items from the campus bazar, which are used as gifts to special guests & resource persons coming to the college.This practice has created huge response among the students. So far, two campus Bazar organised by the Kharagpur College in collaboration with the MGNCRE on 21.03.2023 & 15.05.2023.

College has an environment for inspiring the faculties and students to carry out innovative activities. There are some results; e.g.; a novel method devoid of H2S gas has been developed to identify metal ions in the mixture by the Chemistry department. For practical H2S scheme is used worldwide, in which H2S is a major reagent. Our scheme creates much less pollution but much easier and faster. The work has been accepted for publication in the Journal of Chemical Education.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kharagpurcollege.ac.in/Entrepreneurship-development-cell.aspx; https://www.kharagpurcollege.ac.in/Campus-bazar.aspx

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

14

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	https://www.kharagpurcollege.ac.in/Research-supervision.aspx
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

37

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Kharagpur College has two NSS units, two NCC units and one UBA unit under the coordinator ship of different faculties of the College. Around 200 students enrolled themselves for NSS volunteers, 150 students enrolled themselves as NCC cadets. These units organized a number of following extension and outreach activities in the college campus, neighbourhood community and awareness program throughout the year.

Some extension activities are as follows:

- A blood donation camp on the occasion of College Foundation day on 29th August in every year. In this camp 52 units of blood were handed over to the Blood bank of the Kharagpur State Hospital. Twenty saplings planted on this day.
- Thalassemia testing for all the students of Kharagpur College
- Routine Health checkup and health awareness program for all the students of Kharagpur College held on 18.05.2022, 27.082022, 21.082022, 25.11.2022, 05.12.2022 and 07.01.2023.
- NSS units observed Azadi ka Amrit Mahotsav on 15th August, 2022. On this occasion, they organized cleanliness program of the campus and tree plantation also observed Independence Day celebration.
- Observe International YOGA Day on 21st June of every year.
- NSS units organized a special winter camp during 1st Feb – 7th Feb 2023 with various objectives. Fifty volunteers actively participated the program.
- NSS units observed important days in the campus every year.
- The cadets of NCC units actively participated in the two National camps and 10 CATC camp in different places throughout the year. Ten cadets achieved different position and prizes in the camp activities.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/Extension-Activities/Extension_Activities_2022-23.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

31

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1726

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

25

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution offers 19 undergraduate programmes (16 Honours and 3 General) and 3 post-graduate programmes in three shifts (Morning, Day and Evening). The total student strength including UG and PG programmes in academic session 2022-23 was 3952. B.A. General programme is held in the morning shift, while those of B.A. Honours and B.Sc. Honours & General programmes are held in the day shift. However, B.Com. Honours and General programmes are conducted in the evening shift. Out of the total 50 classrooms, 18 are ICT enabled. Of the ICT enabled classrooms 08 smart classrooms are equipped with modern interactive flat touch panels. All departments have laptops/desktops and printers. The institution has 01 auditorium, 06 seminar rooms and 08 computer laboratories. There are total 25 science laboratories. Presently, there are total 224computers available for academic purpose.

Central library has a collection of Central library has a collection of 39776 books along with N-LIST annual membership subscription for accessing online e-books and e-journals. All departments have their own seminar libraries. Students of Bengali, English, History and Physics also have access to use their departmental libraries.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kharagpurcollege.ac.in/College-infrastructure.aspx

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a large playground of 8000 square metre area where Football, Cricket, annual sports & athletic meet are conducted. Indoor stadium is used for sports (both boys and girls) like Badminton, Volleyball etc. There are two halls (boys' & girls' common room) with facilities like Table Tennis, Carrom, Chess etc. The college has a swimming pool running in different shifts separately for boys & girls. There is a Yoga centre. Different seminars and cultural activities are conducted in H.B. Sarkar Hall. Various cultural activities are performed during observation of college foundation day, Republic Day, Independence Day, Teachers' Day, Rabindra Jayanti, Freshers' welcome etc. All departments publish wall magazines.

There is an open stage (Mukta Mancha) for different cultural activities. The entire campus is under 37 IP CC camera surveillance for 24 hours. There are 11 water purifiers and cooler cum purifiers in the campus. A 20 KVA Solar Grid Power Plant is installed in the college. The college owns three green power generators. The college has a canteen cum snacks bar where healthy foods are supplied to the staff & students. Separate parking shed for staff & students are also there. There are ramps and toilets for differently able people in the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kharagpurcollege.ac.in/Hostel-facilities.aspx#

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kharagpurcollege.ac.in/Mentoring-counselling-program.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

30.60836

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS) The Integrated Library Management Software used is KOHA (Open-Source Software), the version is 22.11.05.000, and digitalization initiated since 2016, almost 80% completed and remaining is under process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kharagpurcollege.ac.in/Library.aspx

4.2.2 - The institution has subscription for the `A. Any 4 or more of the above` following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

`0.34516`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`38`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Kharagpur College has two separate broadband connections running at the Server Room and distributed centrally to the entire campus at 280 MBPS (30 MBPS+250MBPS) with the scheme of monthly unlimited data. The students can also access Wi-Fi facility in the college campus. There are 08 computer laboratories; out of which, 04 are allotted to the department of BCA & Computer Science, 02 to the department of Mathematics and one (01) each to the departments of Physics & Commerce. All departments are equipped with computer, printer and broadband internet connection. The regular maintenance and upgradation of computers and allied accessories is done by the local vendor as and when required. An Annual maintenance contract for Computers and network has been made with Eastern DataTech Private Limited. The central library "Jibanananda Kendriya Granthagar" is enriched with books and e-resources for access of the students and teachers as well. Teachers regularly upload study materials to the college web portal for access of the students. The college website is regularly updated to offer online access of notices regarding admission form fill up, scholarship, exam related matters, feedback collection, career counselling, job opportunities etc. Teachers update their ICT enabled study materials as per the requirement.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kharagpurcollege.ac.in/Mentoring-counselling-program.aspx

4.3.2 - Number of Computers

224

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

127.46116

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college practises its decentralised policies for maintaining and utilizing physical, academic and support facilities through formation and functioning of different sub committees comprising teachers, non- teaching staff and students' representative. The policies through approval of Finance Sub-Committee are approved by the Governing Body of the College. For purchasing and maintaining academic facilities like laboratory materials, equipment, computers, scanners etc, departmental committees apply to principal online and offline furnishing proper justification and approximate budget, that is forwarded to the Purchase Sub Committee, which then ensures purchase of the materials maintaining tender rules of Govt. of West Bengal. Regular maintenance of the laboratory equipment is supervised by the respective HODs with the assistance of the laboratory staff. Building Sub-committee constituted by a State Govt. nominee and an Assistant Engineer, Paschim Medinipur Zilla Parishad, along with

teaching and non-teaching staff, formulates proposal for creation of physical facilities, renovation of existing facilities and maintenance of existing infrastructure. Academic Sub-Committee comprising all HODs looks after preparation, supervising and necessary upgradation of class routine, remedial and tutorial classes. Library Sub-Committee, headed by the librarian maintains and upgrades library facilities. The student concession subcommittee of the college takes care of the issues related to scholarship, and concession of tuition fees etc. to the poor and meritorious students. The sports and Games subcommittee looks after college playground, indoor sports hall and swimming pool. And the committee conducts different events throughout the year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2067

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

53

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.kharagpurcollege.ac.in/Certificate-courses.aspx
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

73

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

236

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

29

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students of Kharagpur College actively participate in various administrative, co-curricular, and extracurricular activities. Students represent as a member of various committees, such as the Cultural Committee, Sports Committee, Anti-ragging Cell, and the Students Grievance Redressal Cell, ICC, etc. The students' grievances are properly communicated to the college administration through the committee. They also play a very active role in organizing the intra-college cultural competition in several events. Our students participated in the Inter-college sports and cultural competition organized by Vidyasagar University. Apart from the academic and cultural programs of the college, the students organize the Freshers' Welcome ceremony, Raksha Bandhan, and Saraswati Puja every year at the college premises. They are actively involved in organizing the Annual Sports with assistance from the Dept. of Physical Education. and also, in celebration of the college foundation day on 29th August every year.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

88

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association of Kharagpur College which is named as "Kharagpur College Alumni Association". The said Association was registered on 25th October, 2016. Registration number is 7376/2016. Permanent Account Number (PAN) is AADTK1213G. Kharagpur College Alumni Association acts as an "Educational & Charitable Trust". As the age of this Trust is only 7+, the Trust is not very financially sound. However, this Trust is very hearty in supporting the College Authority for the academic and infrastructural development of the College. Kharagpur College Alumni Association had contributed Rs. 5000/-(five thousand) to the NSS unit of Kharagpur College for winter gardening and beautification of the campus. This program conducted by the NSS units during 13.11.2022to 24.11.2022in the College campus.

Kharagpur College Alumni Association had organised a "Blood Donation Camp" in collaboration with NSS & NCC Units of Kharagpur College and KVBDO, Kharagpur, on 29/08/2022. Kharagpur College Alumni Association had organised an "Eye Check-up Camp" in collaboration with the NSS Unit of Kharagpur College on 03/01/2023 at Kharagpur College campus. In the Covid-19 pandemic situation, Kharagpur College Alumni Association had contributed Rs.11,470/-(Eleven thousand four hundred seventy) to install Two Sanitizer machines in the College Campus.

File Description	Documents
Paste link for additional information	http://kharagpurcollege.in/alumni/survey.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

The institution has a well-defined vision to make concrete and dedicated effort for quality and value-based education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development. The institution strives to impart a holistic education that will enable the students to face the challenges for rapidly varying society and tidy up them into empowered, environmentally conscious and socially responsible members of the community.

Mission:

The main mission is to craft the college as "A Centre of Excellence" not only for education but also for the perfection of

the human personality. We have the mission like

- To include and empower students from various sections of the society and also from remote rural areas.
- To cultivate all students with the best education possible, instilling values to go forth into the world as good human beings and to meet the challenges of the world outside the campus walls.
- To promote quality based education and student recruitment in different section of Industry and Corporate.
- To encourage extra curriculum activities with their best effort.

The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Prospectus/Prospectus_2022-23.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal is acting as the academic and administrative head of the institution. The Governing Body, comprising the President nominated by the West Bengal Government, the Principal (as the Secretary Ex Officio member), one representative from West Bengal State Council of Higher Education, 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 regardingdevelopment, 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. The list of committees is given below:

- Internal Quality Assurance Cell
- Academic Sub-Committee.
- Finance Sub-Committee.
- Purchase Sub-Committee.

- Establishment Campus development Sub-committee
- Admission Committee
- Anti-Ragging Committee
- Committee for Prevention of Sexual Harassment
- Grievance Redressal Cell
- Carrer counselling, Training and Placement cell
- Student Council
- Routine Sub-committee
- Cultural Sub-committee
- Sports Sub-committee
- Canteen Sub-committee
- Service book, Pension and Leave Accountcommittee
- Students Aid fund committee
- Library Committee
- EntrepreneurshipDevelopment Cell
- Code of Conduct Committee

This practice of decentralization has resulted in participative management ofthe 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.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the beginning of the academic session, the strategic plans are laid out by the college authority. The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans (SP) are:

- To increase teaching excellence in departments with optimal use of resources under NEP 2020.

- **To increase the student interest for current courses through induction and mentoring programme.**
- **To procure more laboratory equipments as per the newly introduced syllabus.**
- **To make the students more equipped in practical training and hands on experience for the undergraduate level..**
- **To increase the percentage of students progressing to higher studies and jobs.**
- **To improve the teaching learning methods based on feedback collected from stakeholders.**
- **To encourage research activities of the faculties.**
- **To construct/extend building for classrooms and laboratories.**
- **To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments and use of ICT.**
- **To introduce new skill based courses.**
- **To utilize alternating sources of energy, improved waste management practices and make a green college campus.**
- **To build moreICT enabled smart class rooms.**
- **To execute MOUs/Linkages for faculty exchange for optimal utilizaion of available resource persons in the college and neoughoring instituions and to improve the quality of teaching-learning.**
- **To commence functional MoUs related to job-oriented training and placement.**
- **To increase the activities of EDC**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GOVERNING BODY

The Governing Body is the highest body in the college administration. It prepares different policies of the college following the guidelines of the affiliating University and

Government of WestBengal and the UGC. The Governing body as per the University and colleges (Administration and regulation) Act 2017, has ten members including the President of the College nominated by the Government of West Bengal, the Secretary, the Principal being an ex-officio member, one nominee of West Bengal state council of Higher education,two nominees of affiliating University, threeTeacher representatives,one Non-Teaching Staff Representative and one elected student member (right now not available).

ADMINISTRATIVE SET UP

The Principal is the Secretary (Ex-officio) and forms the nucleus of the administration. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

The Governing body appoints teaching anf non-teaching staff as per the recommendation of the West Bengal College Service Commission. Service Rules and procedures are guided by the Vidyasagar University and the rules of the state government.

The promotional policies for teachers are according to the Department of Higher Education, West Bengal as per UGC norms.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_22-23.pdf
Link to Organogram of the institution webpage	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College undertakes various welfare activities for both the teaching as well as non-teaching staff. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of our institution. Some of them are listed below:

- **General Provident Fund (GPF) with nomination and loan facilities**
- **West Bengal Health Scheme (WBHS) for all medical benefits**
- **Gratuity and Pension Scheme of Government of West Bengal after retirement**
- **Child Care Leave and maternity leave for female teachers and non-teaching staff**
- **Residential Quarter facility in the college campus**

- **Paternity leave for male teachers**
- **Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes**
- **Training programmes on soft skill for the teachers and non-teaching staff**
- **Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff.**
- **Health awareness programmes**
- **The College arranges free medical check-up facility fortnightly for all staff.**

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

19

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Based Appraisal System (PBAS) for teaching and non-teaching staff is followed as per the Government Guidelines. Attendance register of the teachers include PBAS and is minitored by the Principal. PBAS for NTS is also implemented. NTS regularly

submit the self apprisal report approved by the respective HOD. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University and the Principal. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/ Pdf/6.3.5_PBAS_teaching_staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Being a Government-aided institution, the college receives grant for salary and some special grants for development from the Government of West Bengal and RUSA. The college also collectes nominal fees from the student for development and smooth opration purpose. There is a Finance Sub-Committee which monitors the appropriate use of available fundof 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. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursarto beapproved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and one external member of theGoverning Body. Annual 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 2022-23 is completed, and the same is likely to be audited by an authorized auditor of Government of West Bengal very soon.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/ Pdf/Financial_audit/Internal_Audited_Satem ent_2022-23.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3.63132

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a Government Aided institution, the source of funds is from the Higher Education Department of Government of West Bengal, UGC, and Students fees. A large part of the salary component is received from the Government of West Bengal and remaining part of the salary component is paid from the fees collected from the students. Funds were also received fromthe RUSA Scheme and from the research projects. Departments, Central Library and different units/cells apply to the principal for the purchase/ maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The principal conducts meetings with the Departmental Heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all processes such as inviting tender/quotations, preparing comparative statement and selection of vendorsstrictly following the Government Guidelines in all purchases. On receipt

of the respective items, concerned department/cell/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the vendors, which delivers the equipment. Such clause is inserted in the work order/purchase order of the equipment.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- As per recommendation of Internal Quality Assurance Cell (IQAC) of this college, all the departments conducted semester wise mentoring and counselling of the students. Parent -teachers' meetings were also conducted in all departments in this academic session. Mentor allotment of 1st semester students assigned among all the faculties and mentoring of 3rd semester and 5th semester also continued.
- Seventeen certificate courses conducted by the different department. Manystudents participated in the courses.
- College authority visited different departments throughout the year to know the progress of the department and any difficulties facedby the students. Authority tired to resolve the issues as early as possible.
- The institutional environment and energy initiatives are confirmed through Energy, Environment and Green Audit certificate by the Greenvio Solutions, Palghar District, Maharashtra- 401208. Also, Sustainability index certificate provided by the MGNCRE, Govt of India in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management.
- Students' feedback on teachers' performance hasbeen taken from the students, and this feedback was communicated to the individual teachers by the principal for quality improvement of teaching learning process.
- Parent feedback has also been taken and reviewed for taking necessary actions.
- The career counselling and Placement cell has arranged

several programs throughout the year.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2022-2023.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell continuously reviews the teaching learning process of the college with the help of Academic Subcommittee, Teachers' Council, Departmental meetings and Board of Studies of the various PG departments. Departments regularly monitor the progress of the learners via several assignments from time to time to identify the slow and advanced learners. Periodical Tests for assessing the progress are held at regular intervals in consonance with the Academic Calendar. The IQAC has arranged for online feedback from different stakeholders like students, teachers, parents and alumni for the overall development of the College. During regular Mentor-Mentee meeting, teachers become aware about various issues of the students and discuss necessary suggestions to solve the issues also provides feedbacks for improvement of the results of the University examinations.

As per suggestion of the IQAC, most of the departments organized different skill development programs, certificate courses, students' seminar, career development program etc. for the overall development of the students. Eight classrooms (Room no. 114, 202, 203, 207, 227, 231,301 and VS103) have been renovated and converted to smart classrooms for more effective teaching learning methods.

Students and teachers could access online Library facilities through their N-LIST accounts. For this purpose, the Librarian (librarianamit@kharagpurcollege.ac.in) provided necessary help and support. Subscription of E-journal and N-LIST for E-resources has been implemented.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/#
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kharagpurcollege.ac.in/assets/Pdf/NIRF/Kharagpur-College-NIRF-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality means equal rights, responsibilities and opportunities for all genders. Through gender sensitization we must try to create environment of working men and women together with a personal safety and dignity.

Women Cell, Kharagpur College, organized a two-day workshop (25-26 November 2022) on Self-defense (200 participants) in collaboration with All India Seshinkai Shito-RWU Karate-Do Federation to give lessons on the self-protection techniques for the girls in adverse situation.

Film show is considered as a powerful weapon on the question of creating awareness about gender issues. To celebrate International Women's Day Prof Soumyabrta Sil showed us three short films respectively-"Devi", "Juice", and "Pencil" Box on 26th April, 2023. Overall the films deal with the questions surrounding gender, problematises them, initiates questions by probing into spheres which the society tends to overlook.

Kanyashree and scholarship for single girlchild are also arranged for financial supports to the girl student. Internal complaint committee is also active for gender equity.

Again on 4th May 2023 Dr Sarbasree Bandyopadhya Associate Professor Department of History, Pingla Mahavidyalay demonstrated how poverty, famine, unemployment kills humanity through screening two renowned films '22 se Shravana' and 'Ashani Sanket'.

Also, Professor. Biswajit Koyohri, Department of History, Kharagpur College discussed on the evolution of women's position in the history of film during last six decades. Altogether 150 students participated spontaneously in these two film shows.

Gender audit has been done.

File Description	Documents
Annual gender sensitization action plan	https://www.kharagpurcollege.ac.in/assets/Pdf/Women-cell/Women_cell_complte_report.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kharagpurcollege.ac.in/assets/Pdf/Women-cell/Women_Safety_report.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Coloured dustbins are used to collect the solid waste in segregated form. This ass then subsequently collected by the local Municipality from the college campus.

- **The Green-colored dustbins are used for wet and biodegradable wastes.**
- **Blue dustbins are used for disposal of plastic wrappers and non-biodegradable wastes.**
- **Yellow dustbins are meant for papers and glass bottles.**

The entire campus is a "plastic free zone" and the institution sincerely puts efforts to maintain the same. Portion of the Biodegradable waste is used as manure for the plants in the garden.

Liquid waste management:

Liquid chemical waste products produced from the laboratories are treated before disposal. As a routine practice, chemical wastes are segregated as acids and bases.

E-Waste management:

A service agreement for E-waste management is signed with Hulladek Recycling Private Limited, a company incorporated under the Companies Act 2013; to pick up, transport, carry and recycle/dispose of the E-waste from the Kharagpur College time to time. They also provided an e-waste dustbin in the college campus for the collection of e-wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   **A. Any 4 or all of the above**

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kharagpur College has a student community that is ethnically and

linguistically diverse. Kharagpur College has always encouraged this coming together of students from different backgrounds through various annual cultural and academic programs.

On 21st February, 2023 International Mother Language Day was observed in the college premises in presence of teachers and students from different departments. Many students presented their ideas on mother language in their respective languages that included Hindi, Bangla, Telegu, Odia, Nepali and Tamil.

To promote Inclusivity the Department of Philosophy organized a certificate course on the topic "Ethics and Practice" attended by 22 students. The discussions focused on ideas of ethical practice like cultural and religious harmony. The Morning Shift section completed a 10 day certificate course on "Challenges in Values to Education today" from 17.04.23. The course covered issues on tolerance and harmony among diverse groups and was attended by 220 students. Department of Sanskrit organized a course on "Develop Skills in Sanskrit" with 66 students from 05.04.23. Department of English certified 220 students for undergoing a course on "Looking through Interdisciplinary Lens" during 29.05.23 – 08.06.23. Similarly a course on "Significance of Sources in Historical Study" was organized by History Department during 25.05.2023 – 01.06.2023.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Kharagpur College has been performing its duty towards sensitization of students and employees towards constitutional obligations sensibly and honestly. We have been trying to bring the noble ideas and values reflected by our Constitution to each and every individual associated with this college, and at the same time, have been trying to introduce them with the very core idea of Rights and Duties of the citizens of India. The methods we follow for sensitization:

1) Organizing Seminars, Special Lectures, Workshop, participation

in Youth parlament competition

2) Observing Special Days

3) Activity of NSS and NCC Units and Electoral Literacy club (ELC)

4) Class Teaching.

To develop a pan-institutional awareness, different Departments constantly organize Students' Seminar, State level seminar, special talk and workshop. College religiously observes important days like International Human Rights Day, Republic Day, National Voters' Day, International Women's Day etc. The activity of NSS AND NCC units, our college is enriching our students through their societal activities. In regard to Class Teaching, it's a straight forward task as syllabus of Political Science; History etc directly deal with the Constitutional Values, Rights and Duties. Through this, our college has been trying to enrich its employees, students and inculcate Constitutional Values and subsequent respect for the same.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/Extension-Activities/Extension_Activities_2022-23.pdf
Any other relevant information	https://www.kharagpurcollege.ac.in/Electoral-literacy-club.aspx

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

As far as our tradition is concerned, like the previous academic sessions, Kharagpur College observed national and international commemorative days in 2022-2023 session also. We strongly believe that, our duty is not merely just celebration; rather, it gives us immense scope to incorporate all the noble ideas associated with each and every particular commemorative day with our livelihood and we have been trying to nurture all gracious ideas in our day to day life. Therefore, in the session 2022-2023, with utmost honestyand sincerity, we observed all such days like Independence Day, birth and death anniversary of Rabindranath Tagore, Teachers' Day, AIDS awareness programme, International Human Rights Day, birth anniversary of Vidyasar, Mahatma Gandhi, Netaji and Swami Vivekananda (National Youth Day), Republic Day, National Voters Day, International Womens' Day, World Environment Day, International Yoga Day etc.

Spontaneous participation of the stakeholders is our strength. Our objective is to provide a complete idea and importance of a particular day of celebration to students and employees and to look after their relevance and values in our lives. Throughout the 2022-2023 session, NSS and NCC units, different sub committees of Teachers' Council, different Departments of our college celebrated the mentioned commemorative days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES (2022-23)

Best Practice I

1. **Title of the Practice: GREEN AND ENVIRONMENT AUDIT – An initiative for Greener and Healthy Campus Life**

The study covered the following area to summarise the present status of environment management in the campuses:

• **Water quality assessment, consumption and management.**

• **Soil quality assessment**

• **Electricity consumption and management**

• **Sound pollution monitoring**

• **Waste management**

• **Biodiversity status of the campus**

• **Plantation throughout the year**

• **Plastic free campus**

Best Practice II

1. **Title of the Practice: Career Guidance, Training and Placement**

In fulfilling the objectives, the career counselling and Placement cell has arrange the following programs.

1. Job training and placement opportunities offered by the Bandhan Bank on 10th August 2022. Twenty One students of 6th semester were placed in different positions in this program.
2. Employment assured training program of TATA Strive held on 21st September 2022 for the final year and pass out science students of 2022, 2021, 2020 and 2019.
3. Campus interview conducted by the RASHMI Group of Industries for the different posts in Accounts on 20.12.2022. Twenty students of Commerce background were appointed for the above posts.
4. Placement drive organized by the SBI LIFE on 27.06.2023 for the students' of final semester in UG/PG courses. Twenty nine students were absorbed by the SBI LIFE in this drive.

File Description	Documents
Best practices in the Institutional website	https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/BEST-PRACTICES-2022-23.pdf
Any other relevant information	https://www.kharagpurcollege.ac.in/assets/Pdf/Green-audit/Green,_Energy_and_Environment_Audit.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

NSS units, Kharagpur College manifested distinctiveness through performing various activities for the benefit of its stakeholders (Students, Teachers' and Non-teaching staff) to augment the quality of academic output during the session 2022-23.

Following are the medical initiatives taken with utmost discretion and hygiene oriented methods for the students, teachers and non-teaching staffs as well –

[a] Medical checkup camp (01/08/2022, 24/08/22, 13/12/22, 04/01/2023 and 14/3/23).

[b] Blood donation camp on the College Foundation Day (29/8/23). 31 donors participated spontaneously in this venture.

[c] Eye Screening Teston 4/4/23 (number of beneficiaries 120).

[d] Thalassemia test conducted exclusively for the students on 18/4/23 and 11/5/23.

[e] Dengue awareness programme (25.11.2022)

[f] Hemoglobin Test programme (7/1/2023)

[g] Pulse polio immunization programme.

In a materialistic world the sharing in a sustainable way must be guided by the quality of environment. Following this view, NSS units of Kharagpur College conducted following programmes – 1) Water Conservation and Management Programme (22nd March 2023) 2) "Pathasava" (5/6/2023) to commemorate World Environment Day 3) Tree plantation(16/8/2022).

During the Winter Special Camp from 01/02/2023 to 07/02/2023 several programmes on health check-up, cleanliness, literacy drive, film show on Bhim Rao Ambedkar, duare NSS, Sports & cultural competition and Yoga were arranged.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution incorporates a planned and well-documented method to ensure proper and effective delivery of the curriculum. In order to implement the curriculum of the UG and PG syllabi effectively, 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 routine committee prepares the master routine inconsultation withthe HODs, and circulates to the departments for preparation and circulation of departmental routines.Routine are made after consideration of the guidelines of the Univeristy syllabus and opinion of the academic subcommittee. Provision of tutorial classes and classes for slow and advanced learners are also made. Syllabus distribution is done in the departmental meeting. All the teachers preparetheir teaching plan before the commencement of classso that curriculam delivery can be completed in time. Special lecture by the faculties of other colleges are also planned. Due to shortage of teachers in few subjects, faculty of other colleges are also engaged. All the departments conduct two internal assessments for each paper as a part of the university prescribed examination pattern.At the end of each semester, Vidyasagar University conducts end-semester examination. For the session 2022-23, the university as well as the college functioned on offline mode as the institution reverted to classroom teaching. The college functioned according to its usual method of action with the pandemic situation being over.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kharagpurcollege.ac.in/Teaching-plan.aspx

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar which is prepared at the beginning of each session, chalks out the framework and probable course of action for each session. The tentative dates of internal assessments are mentioned in the academic calendar. Based on this academic calendar and the university notifications, departments prepare the schedule of Internal Assessments of each course. The departments also notify the date and time of assessments to the students. All the departments conduct internal assessments for each paper as a part of the university prescribed examination pattern. This is a continuous process which helps the institution to monitor student progress and ensure an effective delivery of the curriculum. After the conduction of the tests, feedbacks are shared with the students in the form of general discussion. The Internal Assessments are significant as these hold weightage in the end semester results under the university evaluation framework. Each department maintains proper documentation of the evaluative internal assessment conducted during each academic session. During session 2022-23, all the internal assessments were conducted thorough offline mode as both the parent university and the institution had switched back to normal functioning pattern with the pandemic situation being over.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2022-2023.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

22

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

2707

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution integrates converging issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics to understand the problems and question them. Several undergraduate and postgraduate courses incorporate their course topics which cover gender issues, Environment ethics and Human values. To spread awareness among the girl students, a special paper on Women's Writing (For example in English literature, Sem-V, CC - 12, Philosophy, DSE - 2, Political Science- semester 1, CC - 1) is taught in classes to spread knowledge of women's rights, patriarchal oppression, etc. Environmental Studies is a part of Curriculum for all the 1st year UG students where students are made aware of various factors and issues pertaining to environment. They prepare projects on several burning issues concerning environment. English PG has courses on tribal, folk and Dalit literature, Gender studies and awareness about the environment and the Anthropocene (green awareness) which inculcates caste awareness among students and make them familiar with issues pertaining to gender and the environment. Students prepare projects on the same, attend workshops covering those issues which sensitize themon the marginalized and sub-altern sections of the societal structure.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1625

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://kharagpurcollege.in/studentportal/author/StudentFeedBackTeacherWise.aspx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kharagpurcollege.in/studentportal/author/SSSFeedBack.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1737

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

605

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning levels of students are assessed through the mechanisms like internal assessments, assignments, students' seminars, mentor-mentee interactive sessions, individual interactions, etc. Special Programmes like remedial classes, academic counselling by the mentors, individual discussions etc. are employed for helping the slow learners to make up their learning backlogs. Study materials prepared by the teachers are uploaded in the departmental pages of the college website, so that any student can learn at her/his suitable time and scope which benefits the slow learners significantly. Special classes are also arranged for advanced learners. Advanced learners are always encouraged to choose advanced level topics for their presentation using PowerPoint presentation and computer simulation in the Students' Seminars organized by the departments. Advanced learners are encouraged and assisted by the departmental teachers to appear in national level exams and entrance tests (like JAM, JEST, CUCET etc.) for admission to prestigious institutions like IITs, JNU, BHU, AMU, JMIU, University of Hyderabad and many other institutions for higher studies like masters or integrated research etc.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/Seminar-workshop.aspx
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3952	**101 + 7(PMRF of IITKGP)**

File Description	Documents
Any additional information	[View File]

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Apart from classroom lectures, Kharagpur College tries to enhance the learning experience of students by adopting different students-centric methods of learning like experiential learning, participative learning and problem-solving methodologies both inside and outside the classroom.

The experiential learning strategies include open ended lab work, field works and projects. Experiential learning is encouraged through field surveys and interviews conducted by the Departments of Geography, English, Bengali, Zoology, Botany and Economics. This enables students to gain practical knowledge of what they learn in the classroom.

The participative learning is encouraged through students' seminars on relevant topics, field visits, group discussions, debates, Quiz contests. Projects, brain-storming sessions. IQAC, NSS unit, Cultural Sub-Committee organise seminars and debates where students from different disciplines participate. Problem solving ability of the students are enhanced by conducting project works by several Departments. Apart from formal classes, the teachers solve the queries of the students through assignments, discussions, and solve problem through personal communications etc. Departments of different disciplines give Special attentions to slow and advance learners while conducting classes and also outside the class as well. Questions of national level examinations like JAM, JEST, NET, SET, CUETPG etc. are discussed in classes.

File Description	Documents
Upload any additional information	[View File]
Link for additional information	https://kharagpurcollege.ac.in/Seminar-workshop.aspx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use a wide range of ICT enabled tools such as Digital Interactive Board, Smart board, LCD Projectors to ensure effective teaching-learning process and the College Authority always inspires and assists for such activities. Online repository of study materials was made by the faculties. Departmental pages of the College website are used as repository of study materials. The institution has access facility to open educational resources through INFLIBNET. All the Departments created WhatsApp groups with students for sharing study materials, assignments, resource links, Departmental and institutional information and online class links for classes and assignments. Students also use Digital Interactive Board while delivering their seminar lecture. Video lectures: These are also shared by the teachers with the students. Google Maps and Google Earth apps: Geography Department adopts these apps to find the distances and look at the 360-degree images of different geographical regions. Faculties often use PowerPoint presentation with LCD projector. Department of English, Bengali and History show films and documentaries on relevant topics to the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

101

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

44

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1250

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Kharagpur College has a transparent and continuous internal assessment system. Internal Assessment is mandatory as per the regulation of Vidyasagar University. The result of Internal Assessment(s) constitutes a part of the final score of each paper Of a 75 marks paper, 10 marks are allotted for Internal Assessment. A part of marks in each paper is awarded through internally arranged Internal Assessment examination system and the rest is awarded by the University. Preservation of the records of the internal assessments is mandatory and the evaluated answer scripts are preserved by the Departments. In case of internally arranged class tests, evaluated answer scripts are often shown to the students so that they can find their mistakesfrom the checked answers and can point out mistake(if any) in evaluation. Viva-voce is also carried out with utmost transparency. In addition to class tests, Departments conduct students' seminars for internal assessment. If students' seminars are used as internal assessments, marking on the presentation of the students are done by a number of teachers and average result is taken.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.kharagpurcollege.ac.in/Examination-pattern.aspx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

As per UGC regulations, Kharagpur College has already constituted a Grievance Redressal Cell. Students can approach the respective heads of the Departments anytime with their grievances / queries regarding evaluation of their answer scripts or any related issues. Students can send their grievances regarding internal assessment through the respective Departmental email ids and as well as by submitting online grievance form which is available in the college webpage. If at any point of time during the course, a student finds himself /herself not happy with the evaluation of his/her answer script, he/she is free to relate all her grievances to the Head of the concerned Department. Now if the accusation is found

justified by the Head of the Department, then H.O.D informs the concerned teacher. Again, if the complaint is against the Head of the Department, then it can be forwarded to the Grievance Redressal Cell which takes the necessary steps immediately. Complaint Box for students are placed at different places in the College campus. This cell redressesthe grievances within 15 days.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.kharagpurcollege.in/grievance/survey.aspx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcome (POs)and Course Outcome (COs) for all programmes offered by the institution are highlighted at the outset on the College Website (Link https://www.kharagpurcollege.ac.in/assets/Pdf/LearningOutcomes.pdf). POs and COs are displayed in details in the College Prospectus to make all the stakeholders, especially the students, aware of the objectives of the different courses offered that are expected from each course when they become graduates. Teachers are very much aware about the POs, PSOs and COs because they themselves prepare these documents according to the UGC / University syllabi. Students are made aware about these outcomes through the College website (Link https://www.kharagpurcollege.ac.in/assets/Pdf/Learn ing-Outcomes.pdf). The courses offered by the College in academic year are made detailed in the College prospectus of the session. Students are also informed about the POs, PSOs and COs directly in the induction programme and in the first class of each semester. POs, PSOs and COs are also discussed by the teachers with the students as and when teachers feel the necessity. At the beginning of the course, each Department, in its induction programme, emphasizes the programme outcomes and course outcomes. The Admission Committee with its online services helps the students to make aware of the objectives of the programme and course outcomes so that the decision making process of the students while choosing their courses becomes streamlined.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Learning-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course Outcomes (COs) is evaluated by the scores of the students in the examinations conducted by the affiliated university. In terms of Grade Point, attainment of Course Outcomes (COs) is evaluated by the scores of the students in the end-semester examinations conducted by the affiliated University. There are Six (6) end-semester examinations for the Undergraduate students and Four (4) end-semester examinations for the Postgraduate students. Attainment of Programme Specific Outcomes (PSOs) is evaluated by the performance of the students of each specific programme in 1. The admission to the higher education institutions. 2. Getting employment in government or private sectorsbased on the specific programme. 3. Self-employment based on the specific programmeetc. Attainment of Programme Outcomes (POs) is evaluated by the performance of the students in 1. The admission to any professional / training courses not specific to their discipline of study in the college. 2. Getting employment in government or private services not specific to their discipline of study in the college. 3. Self-employment not based on their discipline of study in the college etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Programme-Outcomes-KGP.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination

during the year

967	

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://kharagpurcollege.in/studentportal/author/InstitutionalFeedBackPieChart202223.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0	

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Kharagpur College has an Entrepreneur Development Cell consisting of entrepreneurs, members from different local industries, District Chamber of Commerce & Industries and a few teacher members.The cell periodically motivates the students of the college towards self-employment by interactions and visiting processes of industry.To further extend the opportunities to the students, Kharagpur College has created a link with the EDC of IIT Kharagpur and MSME.

The college intends to incubate young talents beyond their conventional studies. Students are encouraged to explore their talents in paintings, toy making, handicrafts, preparing delicious dishes etc through several competitions, exhibitions, Campus Bazar etc.The college authority has started the practice

of purchasing selected items from the campus bazar, which are used as gifts to special guests & resource persons coming to the college.This practice has created huge response among the students. So far, two campus Bazar organised by the Kharagpur College in collaboration with the MGNCRE on 21.03.2023 & 15.05.2023.

College has an environment for inspiring the faculties and students to carry out innovative activities. There are some results; e.g.; a novel method devoid of H2S gas has been developed to identify metal ions in the mixture by the Chemistry department. For practical H2S scheme is used worldwide, in which H2S is a major reagent. Our scheme creates much less pollution but much easier and faster. The work has been accepted for publication in the Journal of Chemical Education.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kharagpurcollege.ac.in/Entrepreneurship-development-cell.aspx; https://www.kharagpurcollege.ac.in/Campus-bazar.aspx

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

14

File Description	Documents
Report of the event	[View File](#)
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	https://www.kharagpurcollege.ac.in/Research-supervision.aspx
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

37

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Kharagpur College has two NSS units, two NCC units and one UBA unit under the coordinator ship of different faculties of the College. Around 200 students enrolled themselves for NSS volunteers, 150 students enrolled themselves as NCC cadets. These units organized a number of following extension and outreach activities in the college campus, neighbourhood community and awareness program throughout the year.

Some extension activities are as follows:

- A blood donation camp on the occasion of College Foundation day on 29th August in every year. In this camp 52 units of blood were handed over to the Blood bank of the Kharagpur State Hospital. Twenty saplings planted on this day.
- Thalassemia testing for all the students of Kharagpur College
- Routine Health checkup and health awareness program for all the students of Kharagpur College held on 18.05.2022, 27.082022, 21.082022, 25.11.2022, 05.12.2022 and 07.01.2023.
- NSS units observed Azadi ka Amrit Mahotsav on 15th August, 2022. On this occasion, they organized cleanliness program of the campus and tree plantation also observed Independence Day celebration.
- Observe International YOGA Day on 21st June of every year.
- NSS units organized a special winter camp during 1st Feb – 7th Feb 2023 with various objectives. Fifty volunteers actively participated the program.
- NSS units observed important days in the campus every year.
- The cadets of NCC units actively participated in the two National camps and 10 CATC camp in different places throughout the year. Ten cadets achieved different position and prizes in the camp activities.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/Extension-Activities/Extension_Activities_2022-23.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

31

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1726

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

25

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution offers 19 undergraduate programmes (16 Honours and 3 General) and 3 post-graduate programmes in three shifts (Morning, Day and Evening). The total student strength including UG and PG programmes in academic session 2022-23 was 3952. B.A. General programme is held in the morning shift, while those of B.A. Honours and B.Sc. Honours & General programmes are held in the day shift. However, B.Com. Honours and General programmes are conducted in the evening shift. Out of the total 50 classrooms, 18 are ICT enabled. Of the ICT enabled classrooms 08 smart classrooms are equipped with modern interactive flat touch panels. All departments have laptops/desktops and printers. The institution has 01 auditorium, 06 seminar rooms and 08 computer laboratories. There are total 25 science laboratories. Presently, there are total 224computers available for academic purpose.

Central library has a collection of Central library has a collection of 39776 books along with N-LIST annual membership subscription for accessing online e-books and e-journals. All departments have their own seminar libraries. Students of Bengali, English, History and Physics also have access to use their departmental libraries.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	https://www.kharagpurcollege.ac.in/College-infrastructure.aspx

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a large playground of 8000 square metre area where Football, Cricket, annual sports & athletic meet are conducted. Indoor stadium is used for sports (both boys and girls) like Badminton, Volleyball etc. There are two halls (boys' & girls' common room) with facilities like Table Tennis, Carrom, Chess etc. The college has a swimming pool running in different shifts separately for boys & girls. There is a Yoga centre. Different seminars and cultural activities are conducted in H.B. Sarkar Hall. Various cultural activities are performed during observation of college foundation day, Republic Day, Independence Day, Teachers' Day, Rabindra Jayanti, Freshers' welcome etc. All departments publish wall magazines.

There is an open stage (Mukta Mancha) for different cultural activities. The entire campus is under 37 IP CC camera surveillance for 24 hours. There are 11 water purifiers and cooler cum purifiers in the campus. A 20 KVA Solar Grid Power Plant is installed in the college. The college owns three green power generators. The college has a canteen cum snacks bar where healthy foods are supplied to the staff & students. Separate parking shed for staff & students are also there. There are ramps and toilets for differently able people in the college.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	https://www.kharagpurcollege.ac.in/Hostel-facilities.aspx#

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kharagpurcollege.ac.in/Mentoring-counselling-program.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

30.60836

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS) The Integrated Library Management Software used is KOHA (Open-Source Software), the version is 22.11.05.000, and digitalization initiated since 2016, almost 80% completed and remaining is under process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kharagpurcollege.ac.in/Library.aspx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.34516

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

38

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Kharagpur College has two separate broadband connections running at the Server Room and distributed centrally to the entire campus at 280 MBPS (30 MBPS+250MBPS) with the scheme of monthly unlimited data. The students can also access Wi-Fi facility in the college campus. There are 08 computer laboratories; out of which, 04 are allotted to the department of BCA & Computer Science, 02 to the department of Mathematics and one (01) each to the departments of Physics & Commerce. All departments are equipped with computer, printer and broadband internet connection. The regular maintenance and upgradation of computers and allied accessories is done by the local vendor as and when required. An Annual maintenance contract for Computers and network has been made with Eastern DataTech Private Limited. The central library "Jibanananda Kendriya Granthagar" is enriched with books and e-resources for access of the students and teachers as well. Teachers regularly upload study materials to the college web portal for access of the students. The college website is regularly updated to offer online access of notices regarding admission form fill up, scholarship, exam related matters, feedback collection, career counselling, job opportunities etc. Teachers update their ICT enabled study materials as per the requirement.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kharagpurcollege.ac.in/Mentoring-counselling-program.aspx

4.3.2 - Number of Computers

224

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

127.46116

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college practises its decentralised policies for maintaining and utilizing physical, academic and support facilities through formation and functioning of different sub committees comprising teachers, non- teaching staff and students' representative. The policies through approval of Finance Sub-Committee are approved by the Governing Body of the

College. For purchasing and maintaining academic facilities like laboratory materials, equipment, computers, scanners etc, departmental committees apply to principal online and offline furnishing proper justification and approximate budget, that is forwarded to the Purchase Sub Committee, which then ensures purchase of the materials maintaining tender rules of Govt. of West Bengal. Regular maintenance of the laboratory equipment is supervised by the respective HODs with the assistance of the laboratory staff. Building Sub-committee constituted by a State Govt. nominee and an Assistant Engineer, Paschim Medinipur Zilla Parishad, along with teaching and non-teaching staff, formulates proposal for creation of physical facilities, renovation of existing facilities and maintenance of existing infrastructure. Academic Sub-Committee comprising all HODs looks after preparation, supervising and necessary upgradation of class routine, remedial and tutorial classes. Library Sub-Committee, headed by the librarian maintains and upgrades library facilities. The student concession subcommittee of the college takes care of the issues related to scholarship, and concession of tuition fees etc. to the poor and meritorious students. The sports and Games subcommittee looks after college playground, indoor sports hall and swimming pool. And the committee conducts different events throughout the year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2067

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

53

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://www.kharagpurcollege.ac.in/Certificate-courses.aspx
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

73

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

236

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

29

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students of Kharagpur College actively participate in various administrative, co-curricular, and extracurricular activities. Students represent as a member of various committees, such as the Cultural Committee, Sports Committee, Anti-ragging Cell, and the Students Grievance Redressal Cell, ICC, etc. The students' grievances are properly communicated to the college administration through the committee. They also play a very active role in organizing the intra-college cultural competition in several events. Our students participated in the Inter-college sports and cultural competition organized by Vidyasagar University. Apart from the academic and cultural programs of the college, the students organize the Freshers' Welcome ceremony, Raksha Bandhan, and Saraswati Puja every year at the college premises. They are actively involved in organizing the Annual Sports with assistance from the Dept. of Physical Education. and also, in celebration of the college foundation day on 29th August every year.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

88

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association of Kharagpur College which is named as "Kharagpur College Alumni Association". The said Association was registered on 25th October, 2016. Registration number is 7376/2016. Permanent Account Number (PAN) is AADTK1213G. Kharagpur College Alumni Association acts as an "Educational & Charitable Trust". As the age of this Trust is only 7+, the Trust is not very financially sound. However, this Trust is very hearty in supporting the College Authority for the academic and infrastructural development of the College. Kharagpur College Alumni Association had contributed Rs. 5000/-(five thousand) to the NSS unit of Kharagpur College for winter gardening and beautification of the campus. This program conducted by the NSS units during 13.11.2022to 24.11.2022in the

College campus. Kharagpur College Alumni Association had organised a "Blood Donation Camp" in collaboration with NSS & NCC Units of Kharagpur College and KVBDO, Kharagpur, on 29/08/2022. Kharagpur College Alumni Association had organised an "Eye Check-up Camp" in collaboration with the NSS Unit of Kharagpur College on 03/01/2023 at Kharagpur College campus. In the Covid-19 pandemic situation, Kharagpur College Alumni Association had contributed Rs.11,470/-(Eleven thousand four hundred seventy) to install Two Sanitizer machines in the College Campus.

File Description	Documents
Paste link for additional information	http://kharagpurcollege.in/alumni/survey.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

The institution has a well-defined vision to make concrete and dedicated effort for quality and value-based education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development. The institution strives to impart a holistic education that will enable the students to face the challenges for rapidly varying society and tidy up them into empowered, environmentally conscious and socially responsible members of the community.

Mission:

The main mission is to craft the college as "A Centre of

Excellence" not only for education but also for the perfection of the human personality. We have the mission like

- To include and empower students from various sections of the society and also from remote rural areas.
- To cultivate all students with the best education possible, instilling values to go forth into the world as good human beings and to meet the challenges of the world outside the campus walls.
- To promote quality based education and student recruitment in different section of Industry and Corporate.
- To encourage extra curriculum activities with their best effort.

The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Prospectus/Prospectus_2022-23.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal is acting as the academic and administrative head of the institution. The Governing Body, comprising the President nominated by the West Bengal Government, the Principal (as the Secretary Ex Officio member), one representative from West Bengal State Council of Higher Education, 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 regardingdevelopment, 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. The list of committees is given below:

- Internal Quality Assurance Cell
- Academic Sub-Committee.
- Finance Sub-Committee.
- Purchase Sub-Committee.

- Establishment Campus development Sub-committee
- Admission Committee
- Anti-Ragging Committee
- Committee for Prevention of Sexual Harassment
- Grievance Redressal Cell
- Carrer counselling, Training and Placement cell
- Student Council
- Routine Sub-committee
- Cultural Sub-committee
- Sports Sub-committee
- Canteen Sub-committee
- Service book, Pension and Leave Accountcommittee
- Students Aid fund committee
- Library Committee
- EntrepreneurshipDevelopment Cell
- Code of Conduct Committee

This practice of decentralization has resulted in participative management ofthe 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.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the beginning of the academic session, the strategic plans are laid out by the college authority. The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans (SP) are:

- **To increase teaching excellence in departments with optimal use of resources under NEP 2020.**
- **To increase the student interest for current courses through induction and mentoring programme.**
- **To procure more laboratory equipments as per the newly introduced syllabus.**
- **To make the students more equipped in practical training and hands on experience for the undergraduate level..**
- **To increase the percentage of students progressing to higher studies and jobs.**
- **To improve the teaching learning methods based on feedback collected from stakeholders.**
- **To encourage research activities of the faculties.**
- **To construct/extend building for classrooms and laboratories.**
- **To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments and use of ICT.**
- **To introduce new skill based courses.**
- **To utilize alternating sources of energy, improved waste management practices and make a green college campus.**
- **To build moreICT enabled smart class rooms.**
- **To execute MOUs/Linkages for faculty exchange for optimal utilizaion of available resource persons in the college and neoughoring instituions and to improve the quality of teaching-learning.**
- **To commence functional MoUs related to job-oriented training and placement.**
- **To increase the activities of EDC**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	[View File]()

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GOVERNING BODY

The Governing Body is the highest body in the college

administration. It prepares different policies of the college following the guidelines of the affiliating University and Government of WestBengal and the UGC. The Governing body as per the University and colleges (Administration and regulation) Act 2017, has ten members including the President of the College nominated by the Government of West Bengal, the Secretary, the Principal being an ex-officio member, one nominee of West Bengal state council of Higher education,two nominees of affiliating University, threeTeacher representatives,one Non-Teaching Staff Representative and one elected student member (right now not available).

ADMINISTRATIVE SET UP

The Principal is the Secretary (Ex-officio) and forms the nucleus of the administration. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

The Governing body appoints teaching anf non-teaching staff as per the recommendation of the West Bengal College Service Commission. Service Rules and procedures are guided by the Vidyasagar University and the rules of the state government.

The promotional policies for teachers are according to the Department of Higher Education, West Bengal as per UGC norms.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_22-23.pdf
Link to Organogram of the institution webpage	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College undertakes various welfare activities for both the teaching as well as non-teaching staff. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of our institution. Some of them are listed below:

- General Provident Fund (GPF) with nomination and loan facilities
- West Bengal Health Scheme (WBHS) for all medical benefits
- Gratuity and Pension Scheme of Government of West Bengal after retirement
- Child Care Leave and maternity leave for female teachers and non-teaching staff

- **Residential Quarter facility in the college campus**
- **Paternity leave for male teachers**
- **Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes**
- **Training programmes on soft skill for the teachers and non-teaching staff**
- **Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff.**
- **Health awareness programmes**
- **The College arranges free medical check-up facility fortnightly for all staff.**

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

19

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Based Appraisal System (PBAS) for teaching and non-teaching staff is followed as per the Government Guidelines. Attendance register of the teachers include PBAS

and is minitored by the Principal. PBAS for NTS is also implemented. NTS regularly submit the self apprisal report approved by the respective HOD. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University and the Principal. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/6.3.5_PBAS_teaching_staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Being a Government-aided institution, the college receives grant for salary and some special grants for development from the Government of West Bengal and RUSA. The college also collectes nominal fees from the student for development and smooth opration purpose. There is a Finance Sub-Committee which monitors the appropriate use of available fundof 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. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursarto beapproved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and one external member of theGoverning Body. Annual 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 2022-23 is completed, and the same is likely to be audited by an authorized auditor of Government of West Bengal very soon.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets /Pdf/Financial_audit/Internal_Audited_Sat ement_2022-23.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3.63132

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a Government Aided institution, the source of funds is from the Higher Education Department of Government of West Bengal, UGC, and Students fees. A large part of the salary component is received from the Government of West Bengal and remaining part of the salary component is paid from the fees collected from the students. Funds were also received fromthe RUSA Scheme and from the research projects. Departments, Central Library and different units/cells apply to the principal for the purchase/ maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The principal conducts meetings with the Departmental

Heads/cells/units, Coordinator, IQAC, Secretary Teachers'
Council and Librarian to finalize the allotment of funds.
Subsequently, the "Central Purchase and Tender Committee"
performs all processes such as inviting tender/quotations,
preparing comparative statement and selection of
vendorsstrictly following the Government Guidelines in all
purchases. On receipt of the respective items, concerned
department/cell/unit verifies the same. While purchasing an
equipment, it is always ensured that the installation charges
and maintenance charges (within warranty period) are provided
by the vendors, which delivers the equipment. Such clause is
inserted in the work order/purchase order of the equipment.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- As per recommendation of Internal Quality Assurance Cell (IQAC) of this college, all the departments conducted semester wise mentoring and counselling of the students. Parent -teachers' meetings were also conducted in all departments in this academic session. Mentor allotment of 1st semester students assigned among all the faculties and mentoring of 3rd semester and 5th semester also continued.
- Seventeen certificate courses conducted by the different department. Manystudents participated in the courses.
- College authority visited different departments throughout the year to know the progress of the department and any difficulties facedby the students. Authority tired to resolve the issues as early as possible.
- The institutional environment and energy initiatives are confirmed through Energy, Environment and Green Audit certificate by the Greenvio Solutions, Palghar District, Maharashtra- 401208. Also, Sustainability index certificate provided by the MGNCRE, Govt of India in the areas of Sanitation, Hygiene, Waste Management, Water

- **Management, Energy Management and Greenery Management.**
  - **Students' feedback on teachers' performance hasbeen taken from the students, and this feedback was communicated to the individual teachers by the principal for quality improvement of teaching learning process.**
  - **Parent feedback has also been taken and reviewed for taking necessary actions.**
  - **The career counselling and Placement cell has arranged several programs throughout the year.**

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2022-2023.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell continuously reviews the teaching learning process of the college with the help of Academic Subcommittee, Teachers' Council, Departmental meetings and Board of Studies of the various PG departments. Departments regularly monitor the progress of the learners via several assignments from time to time to identify the slow and advanced learners. Periodical Tests for assessing the progress are held at regular intervals in consonance with the Academic Calendar. The IQAC has arranged for online feedback from different stakeholders like students, teachers, parents and alumni for the overall development of the College. During regular Mentor-Mentee meeting, teachers become aware about various issues of the students and discuss necessary suggestions to solve the issues also provides feedbacks for improvement of the results of the University examinations.

As per suggestion of the IQAC, most of the departments organized different skill development programs, certificate courses, students' seminar, career development program etc. for the overall development of the students. Eight classrooms (Room no. 114, 202, 203, 207, 227, 231,301 and VS103) have been renovated and converted to smart classrooms for more effective teaching learning methods.

Students and teachers could access online Library facilities through their N-LIST accounts. For this purpose, the Librarian (librarianamit@kharagpurcollege.ac.in) provided necessary help and support. Subscription of E-journal and N-LIST for E-resources has been implemented.

File Description	Documents
Paste link for additional information	https://www.kharagpurcollege.ac.in/#
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kharagpurcollege.ac.in/assets/Pdf/NIRF/Kharagpur-College-NIRF-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality means equal rights, responsibilities and opportunities for all genders. Through gender sensitization we

must try to create environment of working men and women together with a personal safety and dignity.

Women Cell, Kharagpur College, organized a two-day workshop (25-26 November 2022) on Self-defense (200 participants) in collaboration with All India Seshinkai Shito-RWU Karate-Do Federation to give lessons on the self-protection techniques for the girls in adverse situation.

Film show is considered as a powerful weapon on the question of creating awareness about gender issues. To celebrate International Women's Day Prof Soumyabrta Sil showed us three short films respectively-"Devi", "Juice", and "Pencil" Box on 26th April, 2023. Overall the films deal with the questions surrounding gender, problematises them, initiates questions by probing into spheres which the society tends to overlook.

Kanyashree and scholarship for single girlchild are also arranged for financial supports to the girl student. Internal complaint committee is also active for gender equity.

Again on 4th May 2023 Dr Sarbasree Bandyopadhya Associate Professor Department of History, Pingla Mahavidyalay demonstrated how poverty, famine, unemployment kills humanity through screening two renowned films '22 se Shravana' and 'Ashani Sanket'.

Also, Professor. Biswajit Koyohri, Department of History, Kharagpur College discussed on the evolution of women's position in the history of film during last six decades. Altogether 150 students participated spontaneously in these two film shows.

Gender audit has been done.

File Description	Documents
Annual gender sensitization action plan	https://www.kharagpurcollege.ac.in/assets/Pdf/Women-cell/Women_cell_complte_report.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kharagpurcollege.ac.in/assets/Pdf/Women-cell/Women_Safety_report.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Coloured dustbins are used to collect the solid waste in segregated form. This ass then subsequently collected by the local Municipality from the college campus.

- **The Green-colored dustbins are used for wet and biodegradable wastes.**
- **Blue dustbins are used for disposal of plastic wrappers and non-biodegradable wastes.**
- **Yellow dustbins are meant for papers and glass bottles.**

The entire campus is a "plastic free zone" and the institution sincerely puts efforts to maintain the same. Portion of the Biodegradable waste is used as manure for the plants in the

garden.

Liquid waste management:

Liquid chemical waste products produced from the laboratories are treated before disposal. As a routine practice, chemical wastes are segregated as acids and bases.

E-Waste management:

A service agreement for E-waste management is signed with Hulladek Recycling Private Limited, a company incorporated under the Companies Act 2013; to pick up, transport, carry and recycle/dispose of the E-waste from the Kharagpur College time to time. They also provided an e-waste dustbin in the college campus for the collection of e-wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

    vehicles
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software,	**B. Any 3 of the above**

mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kharagpur College has a student community that is ethnically and linguistically diverse. Kharagpur College has always encouraged this coming together of students from different backgrounds through various annual cultural and academic programs.

On 21st February, 2023 International Mother Language Day was observed in the college premises in presence of teachers and students from different departments. Many students presented their ideas on mother language in their respective languages that included Hindi, Bangla, Telegu, Odia, Nepali and Tamil.

To promote Inclusivity the Department of Philosophy organized a certificate course on the topic "Ethics and Practice" attended by 22 students. The discussions focused on ideas of ethical practice like cultural and religious harmony. The Morning Shift section completed a 10 day certificate course on "Challenges in Values to Education today" from 17.04.23. The course covered issues on tolerance and harmony among diverse groups and was attended by 220 students. Department of Sanskrit organized a course on "Develop Skills in Sanskrit" with 66 students from 05.04.23. Department of English certified 220 students for undergoing a course on "Looking through Interdisciplinary Lens" during 29.05.23 – 08.06.23. Similarly a course on "Significance of Sources in Historical Study" was organized by History

Department during 25.05.2023 – 01.06.2023.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Kharagpur College has been performing its duty towards sensitization of students and employees towards constitutional obligations sensibly and honestly. We have been trying to bring the noble ideas and values reflected by our Constitution to each and every individual associated with this college, and at the same time, have been trying to introduce them with the very core idea of Rights and Duties of the citizens of India. The methods we follow for sensitization:

1) Organizing Seminars, Special Lectures, Workshop, participation in Youth parlament competition

2) Observing Special Days

3) Activity of NSS and NCC Units and Electoral Literacy club (ELC)

4) Class Teaching.

To develop a pan-institutional awareness, different Departments constantly organize Students' Seminar, State level seminar, special talk and workshop. College religiously observes important days like International Human Rights Day, Republic Day, National Voters' Day, International Women's Day etc. The activity of NSS AND NCC units, our college is enriching our students through their societal activities. In regard to Class Teaching, it's a straight forward task as syllabus of Political Science; History etc directly deal with the Constitutional Values, Rights and Duties. Through this, our college has been trying to enrich its employees, students and inculcate Constitutional Values and subsequent respect for the same.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/Extension-Activities/Extension_Activities_2022-23.pdf
Any other relevant information	https://www.kharagpurcollege.ac.in/Electoral-literacy-club.aspx

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

As far as our tradition is concerned, like the previous academic sessions, Kharagpur College observed national and international commemorative days in 2022-2023 session also. We strongly believe that, our duty is not merely just celebration; rather, it gives us immense scope to incorporate all the noble ideas associated with each and every particular commemorative day with our livelihood and we have been trying to nurture all

gracious ideas in our day to day life. Therefore, in the session 2022-2023, with utmost honestyand sincerity, we observed all such days like Independence Day, birth and death anniversary of Rabindranath Tagore, Teachers' Day, AIDS awareness programme, International Human Rights Day, birth anniversary of Vidyasar, Mahatma Gandhi, Netaji and Swami Vivekananda (National Youth Day), Republic Day, National Voters Day, International Womens' Day, World Environment Day, International Yoga Day etc.

Spontaneous participation of the stakeholders is our strength. Our objective is to provide a complete idea and importance of a particular day of celebration to students and employees and to look after their relevance and values in our lives. Throughout the 2022-2023 session, NSS and NCC units, different sub committees of Teachers' Council, different Departments of our college celebrated the mentioned commemorative days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES (2022-23)

Best Practice I

1. Title of the Practice: GREEN AND ENVIRONMENT AUDIT – An initiative for Greener and Healthy Campus Life

The study covered the following area to summarise the present status of environment management in the campuses:

• Water quality assessment, consumption and management.

• Soil quality assessment

- **Electricity consumption and management**

- **Sound pollution monitoring**

- **Waste management**

- **Biodiversity status of the campus**

- **Plantation throughout the year**

- **Plastic free campus**

Best Practice II

1. **Title of the Practice: Career Guidance, Training and Placement**

In fulfilling the objectives, the career counselling and Placement cell has arrange the following programs.

1. **Job training and placement opportunities offered by the Bandhan Bank on 10th August 2022. Twenty One students of 6th semester were placed in different positions in this program.**
2. **Employment assured training program of TATA Strive held on 21st September 2022 for the final year and pass out science students of 2022, 2021, 2020 and 2019.**
3. **Campus interview conducted by the RASHMI Group of Industries for the different posts in Accounts on 20.12.2022. Twenty students of Commerce background were appointed for the above posts.**
4. **Placement drive organized by the SBI LIFE on 27.06.2023 for the students' of final semester in UG/PG courses. Twenty nine students were absorbed by the SBI LIFE in this drive.**

File Description	Documents
Best practices in the Institutional website	https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/BEST-PRACTICES-2022-23.pdf
Any other relevant information	https://www.kharagpurcollege.ac.in/assets/Pdf/Green-audit/Green,_Energy_and_Environment_Audit.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

NSS units, Kharagpur College manifested distinctiveness through performing various activities for the benefit of its stakeholders (Students, Teachers' and Non-teaching staff) to augment the quality of academic output during the session 2022-23.

Following are the medical initiatives taken with utmost discretion and hygiene oriented methods for the students, teachers and non-teaching staffs as well –

[a] Medical checkup camp (01/08/2022, 24/08/22, 13/12/22, 04/01/2023 and 14/3/23).

[b] Blood donation camp on the College Foundation Day (29/8/23). 31 donors participated spontaneously in this venture.

[c] Eye Screening Teston 4/4/23 (number of beneficiaries 120).

[d] Thalassemia test conducted exclusively for the students on 18/4/23 and 11/5/23.

[e] Dengue awareness programme (25.11.2022)

[f] Hemoglobin Test programme (7/1/2023)

[g] Pulse polio immunization programme.

In a materialistic world the sharing in a sustainable way must be guided by the quality of environment. Following this view, NSS units of Kharagpur College conducted following programmes – 1) Water Conservation and Management Programme (22nd March 2023) 2) "Pathasava" (5/6/2023) to commemorate World Environment Day 3) Tree plantation(16/8/2022).

During the Winter Special Camp from 01/02/2023 to 07/02/2023 several programmes on health check-up, cleanliness, literacy drive, film show on Bhim Rao Ambedkar, duare NSS, Sports & cultural competition and Yoga were arranged.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- To encourage faculty members of all departments for smooth conduction of mentoring & parents- teachers meeting and student seminar and to conduct different skill developmentcourses.
- More number of National and International seminars and webinars to be organized by different departments.
- Convene IQAC meeting with the members of eight NAAC subcommittees, other teaching and non-teaching staff to discuss on the necessary activities associated with the NAAC Pear team visit for cycle 3 accreditation of Kharagpur College.
- To conduct more certificate courses on skill enhancement.
- Organization of events related to research methodology and entrepreneurship
- Organization of events related to career counselling of students for higher education, internship and job opportunities
- Organization of training programmes for non-teaching staff
- Implementation of ICT facilities in moreclassrooms
- To enrich the central library with more Journals & books according to the syllabus of new curriculum & credit framework as per NEP 2020.
- To publish a journal from the Kharagpur College
- Sending proposals for financial assistance related to purchasing equipment for lab-based department and Computer and related accessories for office and all the departments.
- To involve Alumni in the development of the college.
- To continue NSS and NCC activities.
- To construct rooftop shade in the old buildings.
- To repair the floors of Physics anf chemistry laboratories.
- To receive more students feedback, parent feedback and teacher feedback
- To increase the number of MOUs for academic linkage with other institution.
- Preparation and uploading of AQAR 2023-24 in the NAAC

portal.