YEARLY STATUS REPORT - 2023-2024

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://kharagpurcollege.ac.in/assets/Pdf/AQAR/KC-AQAR-2022-23.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2023-2024.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**
Cycle 3	**B+**	**2.70**	**2024**	**13/12/2024**	**12/12/2029**

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
Khragpur College	**RUSA 2.0**	**Government of India & Government of West Bengal**	**2023**	**3547631**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	8	
• 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)

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

ii)As per the recommendation of IQAC, 03 more classrooms have been equipped with modern interactive flat touch panels and four more certificate courses have been conducted during this session.

iii)More number of new books and remedial books were catalogued using KOHA software. Rearrangement of all text books and reference books in rack by call number as per Library system. Electrical work in the first floor of the central library has been completed.

iv)AQAR 2022-23 prepared in the Affiliated PG & above college format as per NAAC review report and submitted to the NAAC portal on 20.04.2024 and it was accepted on 01.05.2024.

v)Submitted Institutional Information for Quality Assessment (IIQA) and its fees on 27.05.2024 for cycle 3 NAAC Accreditation.

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. 6. Dr. Abinash Sengupta, Assistant Professor in History has been awarded as Young Teacher for the year 2023-24.
IQAC encourage the teachers for Research, consultancy & extension also encourage NCC & NSS units for extension activities	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. Anjana Mondal, Assistant Professor in Mathematics, to carry out post doctoral research works in IIT, Kanpur. 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 Dr. Ganesh Tosh, SACT. 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, three more classrooms are equipped with modern interactive flat touch panels. Ninety one

	number of books have been purchased for UG & PG courses as per current syllabus and two number of journals have been purchased in regular interval.
Initiatives towards Student Support & Progression	1. 1633 number of students benefitted by scholarships and financial support by the Government and 74 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. Shaktipada Chakraborty, Merit medal & Scholarship have been handed over to the respective students during the College foundation day on 29/08/2023. 3. Around 60 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 02.01.2024 to 08.01.2024 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. entor-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.
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Kharagpur College	17/01/2025

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	01/02/2025

15.Multidisciplinary / interdisciplinary

Kharagpur College has implemented curriculum and credit frame work for undergraduate programmes (CCFUP) from the academic session 2023-2024 following the regulations of the affiliating Vidyasagar University based on NEP- 2020. It substitutes the CBCS system, focusing on skill development and holistic multidisciplinary education across disciplines. The new curriculum helps to develop intellectual, aesthetic, social, physical, emotional, ethical, cognitive, and moral capabilities of the students, integrating additional skills along with specialized academic knowledge. Under the previous CBCS system, introduced in 2017 in UG and which is to be continued till June-2025, Kharagpur College offers 16 Honours courses and 3 General courses apart from 3 PG courses in Humanities. In the newly introduced CCFUP, the college offers sixteen 4 years Honours/Honours with research programmes with single major and four 3-Year Multidisciplinary programmes. All the 20 programmes integrate credit-based courses on community engagement and service, environmental and value-based education. All the students shall be oriented to community services during their second semester. Minimum 120 hours of engagement in community services in association with the local governments shall be evaluated for the 4 credit course under 100 Point scale activities. All the UG Programmes in CCFUP have multiple entry- exit facility in all the years of study. In the 4-Year single Major courses, the first year ends with the awarding of a certificate, second year with a diploma, third year with a UG degree and the fourth year ends with Honours/ Honours with Research degree. In these course students are open to choose two minor subjects from among 19 subjects in Science, Arts, and Commerce streams. In the five 3-year multidisciplinary programmes offered, students are to choose two major subjects and one minor subject. All the students must opt for three Multidisciplinary courses of 3 credits each from other disciplines of interest beyond the major courses. In total 18 MDC courses are offered in the college in the first three semesters and the students are advised to select at least one course from other disciplines beyond the discipline of

their major subjects. 1st semester students can choose one course from the five courses. In the second semester, students will choose one from the seven options. In the third semester, students have the option to choose one from the six courses. The college offers 4-Year BCA course where students from Arts/Science/Commerce background in the H.S. level are eligible and the course itself integrates humanities, science with STEM and commerce. Apart from this multidisciplinary/interdisciplinary approach, all the students irrespective of their disciplines, are to study two AEC papers on English two AEC papers on modern Indian language (Bengali/ Hindi) and one VAC paper on Environmental studies and one VAC paper from the three options (a) Human Rights, (b) Yoga and Wellness, (c) Disaster Management. The implementation of all these courses makes the Institution a holistic multidisciplinary establishment.

16.Academic bank of credits (ABC):

Kharagpur College follows the regulations of its affiliating university. As per the guidelines of Vidyasagar University, the college initiated the generation of NAD ID of all the students in the National Academic Depository in 2017. Generation of ABC ID of the students as per NEP 2020 was initiated in the academic year 2022 2023. In next Academic session i.e. 2023-2024, the generation of ABC IDs for all students has been made mandatory. The students without having ABC ID are not allowed to appear in the examinations. b) The affiliating university i.e., Vidyasagar University has registered under ABC, and as per the regulation of CCFUP (NEP 2020) introduced by the university from the academic session 2023-2024, all the students may avail the benefit of multiple entries and exit during their chosen programme of study. c) As per the regulations of Vidyasagar University, credit transfer is allowed. However, the transferred students from 'other University' with valid ABC ID shall be assessed for credit equivalency prior to lateral admission under CCFUP at the college. d) The faculties are always encouraged to design their pedagogical approaches. They are mentors of the students and meet the parents regularly to share their wards' progress. They refer to the textbooks and upload study materials and video links of popular lectures. Apart from the traditional form of the written test they also follow different procedures of assessments such as seminar, viva voce, submission of Google form, etc. (e) All the students are instructed on their maiden day in the college to generate ABC Id before their registration under the affiliating university and the essence of ABC Id in respect of the flexibility for the students to move from one institution to another is explained to them.

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 also participate in the teaching learning process. Besides this, twenty seven certificate courses have been organised by the different departments for additional skill and knowledge during the assessment period. Two days workshop on "Self Defense" was conducted by the Women cell of the college in collaboration with Paschim Medinipur District Sports Karate-Do Association during 25-26 November, 2022. As per the newly introduced CCFUP of Vidyasagar University, students shall be oriented to internship/ Apprenticeship of 4 credits during 4th semester. Minimum 120 hours engagement in local bodies, local industry, NGOS, business organizations, health and allied areas, rural entrepreneurs, survey, media organizations, artists, craft persons is mandatory under the supervision of a college teacher designated as Internship coordinator. All the students are to study two Value Added Courses each of 4 credits in their 1st year. During their 1st Semester they are to study Environmental studies (Compulsory paper) and in the 2nd semester they are to choose any one from (a) Human Rights, (b) Yoga and wellness, and (c) Disaster Management. Apart from these Value-Added Courses, the college offers 18 Multidisciplinary courses. Students are to select three Multidisciplinary courses each of three credits during their study in first three semesters. All these value added courses and Multidisciplinary courses inculcate amongst the learners the development of humanistic, ethical, constitutional notions, and universal human values of truth righteous conduct peace, love, nonviolence, scientific temper etc. The college has established a good relationship with several industry veterans like, TATA Strive, Amer Sil Ketex, Ashadip Medical & Public Service centre and George Telegraph. The college likes to engage them to provide vocational skills. Students of Kharagpur College has already done Utkarsha Bangla Short Term training from Ashadip Medical Service and Social Welfare Organisation, an NSDC partner. The practical classes may be conducted in the training centers of the organizations and theory classes may be conducted in online mode so that students can attend the classes from our college campus. The college has already associated with NSDC initiative through the BDO office of Kharagpur-I Block. We have established a linkage with Ashadip Medical Service and Social Welfare Organisation, a partner of NSDC. The college is planning to establish sewing centre and computer centre in the campus in association with Ashadip Public Service Centre. It also plans to offer vocational courses with the

help of TATA strive. The college has organized different seminars in association with TATA strive to promote vocational courses among the students. The college has organized campus bazaar to showcase the talents of the students in handcrafts, painting etc. The Incubation centre of the college has organized three days workshop on fabric painting for the students. Local artists were invited to train the students.

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

Our Indian tradition of Knowledge not only impacts moral education but also teaches us how to improve knowledge – dignity through scientific method of research. So, it is said in the Gita, 'Jnana Vijnana sahitam'. Indian society has always imparted 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 are also added to the list, taking the total to eighteen. Ch??akya, in his Artha??stra, classifies knowledge that one needs to know into four types: ?nv?k?ik? – used in the general sense of Science, encompassing logic and philosophy • tray? – used to refer to traditional knowledge, v?rtt? – used to represent wealth creation (agrichulture and commerce) • da??an?ti – used to represent politics and public administration. Since its foundation, Kharagpur College strives to preserve and promote Indian Languages, ancient Indian traditional knowledge, Indian Arts, Indian culture, and traditions apart from science and commerce by introducing several courses during its long journey. 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 Indian Languages, Culture, and Knowledge System. Besides, departments like Philosophy, History, Sociology, Political Science offer 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 been promoting practice of Yoga and Bratachari among students to develop the Indian knowledge tradition in our college. The goal of a Bratachari is the attainment of the ideal of the complete human by attaining perfection in self-development in all spheres of life – physical, mental, ethical, and social. Various awareness programs

are organized on 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 courses, special talks etc. In the newly introduced Curriculum and Credit Framework for Undergraduate Programme (CCFUP) as per NEP-2020 introduced from the session 2023-2024, different value-added courses and Multidisciplinary courses offered in the college also integrate IKS to the curriculum. In both the CBCS and CCFUP (NEP-2020), students of the UG level are to study Ability Enhancement Courses on English as well as one Indian Language (Bengali/Hindi). As Kharagpur College is situated in a cosmopolitan town, students of the college have various mother languages. So, most of the teachers communicate in English and Bengali as well as in Hindi. All the teachers are encouraged to communicate in these three languages. Hindi Department of the college arranges special classes for spoken Hindi for the Faculty members of the college, specially the newly appointed teachers.

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

Being an affiliated college under Vidyasagar University, Kharagpur College follows the curriculum of the university. The university has designed curriculum for UG programmes as per its CCFUP (NEP 2020) guidelines focusing on skill development and holistic-multidisciplinary learning /education across disciplines that would help develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional, ethical, and moral-integrating other skills along with specialized engagement in academics. UG programmes have components of job-oriented skills and Entrepreneurship having suitable assessment. Our teachers have prepared the programme outcomes (POs), programme specific outcomes (PSOs) and course outcomes (COs) and all are displayed in the college website. Students are also informed about the POs, PSOs and COs directly in the induction programmes and in the first class of each semester. POs, PSOs and COs are also discussed by the teachers with the students as and when the teachers feel the necessity. An Incubation Centre and an Entrepreneurship Development Cell has been setup associating the EDC of District Chamber of Commerce and Industries to attain the outcome-based Education.

20.Distance education/online education:

The college has a study centre (H-06) of Netaji Subhas Open University inside the campus. This centre offers several 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. During the pandemic period, the teachers of the college used to take class in online mode and the college has initiated ten smart classrooms with smart boards, camera and WiFi facility. So, the college is now planning to introduce ODL courses in blended mode.

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	**3648**

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	**1338**

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

2.3 Number of outgoing/ final year students during the year	**1036**

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

3.Academic

3.1 Number of full time teachers during the year	**105**

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	**54**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**9964497**
4.3 Total number of computers on campus for academic purposes	**225**

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 strategic and well-documented method to ensure proper and effective delivery of the curriculum. 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 academic calendar drafted at the beginning of each session denotes the official teaching days, the exam period, and the listed holidays. At the beginning of odd and even semesters, the class commencement notice is circulated by the Principal in accordance

with the college and university academic calendar. The routine committee prepares the master routine with consultation from the HODs, and circulates to the departments for preparation of departmental routines. Syllabus distribution and teaching plan of individual teachers are prepared and uploaded in the college webpage at the beginning of each semester. Minutes of meetings conducted by academic sub-committees, departmental notices, attendance registers etc account for proper documentation of the entire process.. Classes for advanced and slow learners are included in the departmental routines. Regular attendance amounting to no less than 75% is a mandatory requirement for the students to sit for the end-semester exams.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://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)

On the very first day of commencement of 1stsemester classes, student induction programmes are arranged by respective departments, where the newly admitted students are given an overview of the syllabus, lesson plans, mode of assessment, examination pattern etc. All the departments conduct internal assessments as a part of the university prescribed examination pattern. The Routine Committee and Examination Committee work towards the achievement of goals as stated in the academic calendar. Internals are conducted at regular intervals with due diligence being given to the academic calendar, so that the evaluative process can smooth and hindrance-free one. Internals of 10 marks prescribed by the affiliating university i.e Vidyasagar University are conducted for each paper opted by the students. University prescribed internals are conducted twice for each paper in a semester. The average marks are sent to the university at the end of each semester. The PG departments enjoy the freedom to conduct internals in a manner they deem fit, hence presentations, term papers, essay-format questions are also a part of the internal assessment process. The UG departments generally stick to the university approved format. Beside these, surprise quizzes, students' seminars etc. also are a part of continuous internal evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kharagpurcollege.ac.in/assets/Pdf/Academic-Calendar/Academic-Calendar-2023-2024.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)

4

File Description	Documents
Any additional information	**No File Uploaded**
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

209

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

2580

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	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://kharagpurcollege.ac.in/Feedback-atr.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.ac.in/FeedbackReport.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

1551

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

563

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

Kharagpur College evaluates the learning levels of the students by arranging special classes for advanced learners and slow learners. Learning levels of students are also 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://kharagpurcollege.ac.in/Routine/Central%20Routine%20Even%20sem%202023-24.pdf
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
3648	105

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

Besides imparting knowledge through lectures, our institution resorts different students-centric methods of learning. The experiential learning strategies include students' seminar, open ended lab work, field works and projects.

Experiential learning is encouraged through field surveys and interviews conducted by Geography, English, Bengali, Zoology, Botany, Economics Departments. This enables the students to gain practical knowledge of what they learn in the classroom.

Participative learning is encouraged through student seminars, group discussions, debates, brain-storming sessions. Seminars are organized by each department for the students on relevant topics.

On special occasion, IQAC of College, NSS unit, Cultural Sub-Committee execute seminars and debates where students from different disciplines participate.

Problem Solving ability of the students are enhanced by conducting project work in a number of departments.

Apart from formal classes, the teachers solve the inquiries of the

students through assignments, discussions, problem solving through personal communications etc.

Questions of national level examinations like JAM, JEST etc. are discussed in U.G. 6th SEM classes and like NET, SET etc. in P.G 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 to ensure effective teaching-learning process and the college always inspires and assists such activities.

Online depository of study materials prepared by the teachers:

Departmental pages and ILMS of the college website are used as depository of study materials. The institution has access to open educational resources through INFLIBNET.

Smart board with internet connection:

As in 2023-24 academic year the college setup a number of internet connected smartboard enabled classrooms attached to the departments of Physics, Chemistry, Mathematics, Zoology, History and English. Also, a class room (No. 208), used by several departments is smart board enabled. There are also several LCD projectors used for ppt presentations in the class rooms which are yet to be equipped with smartboards.

All the departments have WhatsApp groups with students for sharing study materials, assignments, resource links, departmental and institutional information and online class or webinar links, online Class Tests etc.

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.

Computer Laboratories:

The departments of Computer Science, Physics, Mathematics and Commerce have Computer laboratories for teaching learning of computer programming.

Link for ICT enabled class rooms:https://kharagpurcollege.ac.in/assets/Pdf/NAAC/Criterion/4.1.1/4.1.1%20Teachers%20use%20ITC%20enabled%20tools-_compressed.pdf.

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

105

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

105

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

52

File Description	Documents
Any additional information	**No File Uploaded**
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

1295

File Description	Documents
Any additional information	**No File Uploaded**
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.

Internal Assessment (IA) is an integral part of the teaching learning process. Awarding of each credit to the student is subject

to the due assessment and evaluation. Kharagpur College has a transparent and continuous internal assessment system. IA is mandatory as per the regulations of Vidyasagar University, as the marks of IA constitute a part of the final score of each paper. Marks allotted for Internal Assessment are 15, 10 and 05 respectively for a 100 marks paper, a 75 marks paper, and a 50 marks paper. Internal Assessments are conducted and evaluated by the internal teacher of the respective department on the basis of tutorials, class tests, seminar presentations, or any combination thereof, evenly distributed over the entire study period. The modalities of such assessment(s) are recorded and documents are preserved by the respective college for future verification.The evaluated answer scripts of IA are often shown to the students so that they can find their mistakes from the checked answers and can point out mistake (if any) in evaluation. Viva-voce is also carried out with utmost transparency. In case of students' seminar presentations for IA, marking is done by a number of teachers and average result is taken.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://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 constituted a Grievance Redressal Cell whichis able to deal with the internal examination related grievances with utmost transparency apart fromother issues. Students can approach the Head of the respective Department anytime with theirgrievances/ queries regarding evaluation of their answer scripts or any related issues. Students can sendtheir grievances regarding internal assessment through the respective Departmental Email Ids and aswell as by submitting online grievance form which is available in the college webpage. If at any pointof time during the course, a student finds himself /herself not happy with the evaluation of his/heranswer script, he/she is free to relate all his/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 theconcerned teacher to recheck the answer scripts. Again, if the complaint is against the Head of theDepartment, then it can be forwarded to the Grievance Redressal Cell which takes the necessary stepsimmediately. Complaint Box for

students are placed at different places in the College campus. The Cellredresses the grievances efficiently within 15 days.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://kharagpurcollege.ac.in/SGRC.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 makingprocess of the students while choosing their courses becomes streamlined.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://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 / trainingcourses not specific to their discipline of study in the college. 2. Getting employment in government or privateservices 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://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

994

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/InstitutionalFeedBackPieChart202324.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)

0.0

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

`0.0`

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

The college intends to incubate young talents beyond their conventional studies. Students are encouraged to explore their talents in paintings, toy making, handicrafts, cookery etc through several competitions, exhibitions, Campus Bazar etc. They are awarded with prizes, medals etc. In campus bazar, students, teachers, staff visit the stalls set up by the students and purchase the exhibited items. This practice has generated huge response among the students. The college has always been trying to make the students and its stake holders aware of the intellectual property rights. Several online and offline seminars, workshops etc. have been organized by the college. The Entrepreneur Development cell of Kharagpur College periodically motivates the students of the college towards self-employment, and after preliminary screening by the internal members, the interested students meet with the members from the EDC of District chamber of Commerce and Industries for further assistance regarding the scheme, financial assistance etc. The college has an environment for inspiring the faculties and students

to put innovative ideas into action. One faculty member of the
chemistry department has developed a novel method to identify metal
ions from a mixture without using highly poisonous H2S gas . One
research paper on this innovative method has been accepted for
publication in the Journal of Chemical Education. The college has
applied for Research centre to the affliating University.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://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

4

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

3

File Description	Documents
URL to the research page on HEI website	**Nil**
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

29

File Description	Documents
Any additional information	**No File Uploaded**
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

11

File Description	Documents
Any additional information	**No File Uploaded**
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 faculty members of the college. Every year, 200 students enroll themselves as NSS

volunteers, and 160 students as NCC cadets. Throughout the year, these units organise different extension and outreach activities within the college campus and in the neighborhood community, which not only help to develop leadership qualities, responsibility towards the society, skill of communication etc within the students, but also promote a strong college-neighborhood bonding. The NSS units organise blood donors' motivation programmes, blood screening for Thalassemia carrier detection, routine heath checkup of all students and staff. Throughout the year, they also conduct awareness initiatives both inside the campus and in the neighbouring areas on some burning issues that include but are not limited to plastic free campus, female feticide, dengue, AIDS, water conservation, etc. NSS units regularly organize campus cleaning, tree plantation, special camps (winter).The NCC unit of this college is under 25 BN NCC, Kharagpur. The NCC cadets are also provided with the opportunity to participate in different camps such as ALC (Advanced leadership camp), TSC (Thal Shanik Camp), Trekking camp, CATC (Combined Annual Training Camp), EBSB (Ek Bharat Shrestha Bharat) and RDC (Republic Day Camp) throughout the year. NCC units observe Swachha Bharat Aviyan, Rastriya Ekta Diwas and World AIDS Day and Anti-Drug Rally etc.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/NSS.aspx
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

12

File Description	Documents
Any additional information	No File Uploaded
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

45

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

2433

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	**No File Uploaded**
Any additional information	**No File Uploaded**
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

25

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
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.

Running in three shifts the institution offers 19 UG programmes (16 Honours and 3 General) & 3 PG programmes in the CBCS and 21 UG programmes & 3 PG Programmes in CCFUP as per NEP-2020. The total student strength in the academic session 2023-24 is 3648. The campus is equipped with adequate physical facilities like 24 hrs CC camera (37) surveillance, sufficient classrooms (54), hostels for boys & girls, seminar halls, 26 science laboratories including 8 computer labs /centres, resourceful automated central library, 17 seminar libraries, 04 departmental libraries, reading rooms, 06 Seminar rooms, folk museum, historical museum, ramps, toilets and separate restroom for divyang students, sick room, regular health check-up facility, sanitary napkin vending machines, departments equipped with laptops/desktops and printers. There are 20 ICT enabled class

rooms (10 with interactive flat touch panel & 10 with LCD projectors), 225 desktops & laptops, and free Wi-Fi connectivity. Kharagpur College blends LMS in its teaching learning practices. The study materials like notes, PPT, questionnaire, case study, video clips etc prepared by the teachers of the college along with those prepared by the resource persons form other reputed institutions, lesson plans, academic calendars, class routines, notices, examination schedules, schedules of Co-curricular and extension activities, etc are also provided to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://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 believes that, student involvement in games & sports, cultural & social activities help to develop communicating skill, team spirit, leadership quality, personality, and character. It has a playground of 8000 sq. mt.area (outdoor sports & athletic events are conducted), an indoor stadium for sports like Badminton, Volleyball etc, boys' & girls' common room with facilities like Table Tennis, Carrom, Chess etc, a swimming pool, a Yoga/fitness centre, NCC parade ground, open stage etc. Seminars and cultural activities are conducted in H.B. Sarkar Hall. 20 fire extinguishers, adequate water purifiers cum cooler, Solar Power Plant, green power generators, staff quarter, etc are also available. Various cultural activities are performed during observation of College Foundation Day, National Youth Day, International Mother Language Day, Republic Day, Independence Day, Teachers' Day, RabindraJayanti, Gandhi Jayanti, Freshers' welcome etc. Social function, inter department cultural competitions, students' seminar, quiz &debate competitions are also organised regularly. Wall magazines are hallmarks of all the departments.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.

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

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

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/NAAC/Criterion/4.1.1/4.1.1%20Teachers%20use%20ITC%20enabled%20tools-_compressed.pdf
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)

57.44

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
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)

Kharagpur College has a Central Library in a separate two storied building having total area 681.02 Sq.mts. with individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources. Its reading area for students is 278.06 Sq. Mts and Stacking Area is 202.40 Sq. Mts. Total seating capacity of the reading room is 70.

The Library is rich with large number of books. It has 25516 books for UG and PG students. It has 112 copies journals. The Library subscribes 212009 e-books (N-LIST), 6000 e- journals (N-LIST) and 6,00,000 eBooks through NDL. It also subscribes 4 daily newspapers in three different languages and one news magazine for various competitive examinations.

The College started the automation of its Library using Integrated Library Management System (ILMS) in 2016 by installing KOHA software with version 22.11.05.000 Rosalie. Three salient features of KOHA are (i) OPAC (Online Public Access Catalogue), (ii) Cataloguing of books (iii) Bar coding of books. (Iv) Circulation of Books.

In OPAC, the users can search the catalogue of books, and OER (open Educational Resources) through the listed links available in the webpage of College library. They can submit their requisition of the required books to the Librarian in the prescribed format available in the college website or via email.

The Central Library has free Wi-Fi zone and has a separate zone for OPAC search and digital access. At present remote access to subscribed e-resources is available to the teachers only. And the students are provided physical access to the e-resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://librarykgpc.wordpress.com/

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)

31842

File Description	Documents
Any additional information	View File
Audited statements of accounts	**No File Uploaded**
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

36.97

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 adequate IT facilities for Teaching - Learning Management process and administrative service as well. The college through its decentralised policy upholds a well-managed IT facility which is regularly and frequently updated. A brief description of the IT facilities is furnished below: Total 20 ICT enabled

classrooms, 10 smart classes are equipped with modern interactive flat touch panels,, 03 rooms with ceiling mounted LCD Projectors and 07with portable LCD projectors. Wi-Fi facility Inside the college premises free Wi-Fi facility is accessible to the students and staff at the Administrative building, Vidyasagar Bhavan, Library and Canteen Internet Bandwidth: 2023-24: 380 MBPS broadband connection by Stardarshan (Indinet), BSNL and GTPL running in the college. LAN connection Sufficient wired internet connection point is available for both academic and administrative purposes. IT facility in the library: Automated library, Free WIFI zone, Separate OPAC search zone There are total 212 desktops and 13 laptops available in the college, out of which 195 are used by the students for accessing e learning facilities, performing programme based laboratory experiments, making project dissertation and other curriculum related works. Printing facility: 06 scanners cum printer, one compact document scanner, and one hand held scanner, 39 printers(Laserjet and Deskjet), 04 colour printers,05 photocopy machines Power backup facility 03 (Three) 30 KVA Kirloskar Green Power Generators Security surveillance facility 37 IP CCTV camera as IOT.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.kharagpurcollege.ac.in/4.3.1.aspx

4.3.2 - Number of Computers

225

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)

18.8

File Description	Documents
Upload any additional information	**No File Uploaded**
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

1563

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

144

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://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

473

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

473

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

4

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

219

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

11

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.

5

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 univer sity/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)

Our students are our primary stakeholders. Students are represented as members of various committees, such as the Anti-ragging cell, the Internal Complaints Committee, and the Anti-sexual harassment cell. College authority allows them to discuss student issues, like- scholarships, tuition fee concession, and availing hostel facility- related matters. The principal takes the necessary action to solve or forward the problems. Apart from academics Students actively participate in various events: The students celebrated Teachers' Day, Rabindra Jayanti, Youth Day, Independence Day, International Mother Language Day, etc. They also organize the college's annual sports events in December / January with assistance from the college's Department of Physical Education. They also play a very active role in organizing the intra-college cultural competition in several events The students also participated in the Annual Social function at Mukta Mancha. N.S.S. Units of the college, extend their helping hands quite gladly and enthusiastically. NSS unit conducts many outreach programmes such as dengue awareness programme, cleanness of the surrounding area, etc regularly.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/Women-cell.aspx
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

48

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 Association was registered on 25th October, 2016. Registration number is 7376/2016. Permanent Account Number (PAN) is AADTK1213G. As per registration deed there is a managing Trustees consisting of following members.

1.MR. NARAYAN CHANDRA PARIA, President.

2.MR. PRADIP KUMAR GAIN, Vice President.

3.MR. PRADIP KUMAR MAITY, Secretary.

4.MR. ACHINTA KUMAR TRIPATI, Asst- Secretary.

5.MR. TAPAN KUMAR ROY, Treasurer

All alumni are members of the "Kharagpur College Alumni Association".

Kharagpur college Alumni Association acts as an "Educational & Charitable Trust". As the age of this Trust is only 8+, 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. Some activities of Alumni Association during the academic year 2023-2024 as follows.

Alumni Association has contributed Rs. 6000/-(five thousand) towards the campus beautification programme jointly organized by the College NSS unit on 10/11/2023. The Alumni Association donated stationaries of Rs. 75832/- to Kharagpur College and contributed Rs. 10500/- for tree-plantation programme in the college campus during the period 20/01/2024 to 24/01/2024.

File Description	Documents
Paste link for additional information	https://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's vision is to achieve sustainability, knowledge-based empowerment, and excellence in higher education and makes a sincere effort to train future academicians and leaders who will be innovative in their professional skill, integrative in their

personal lives and inclusive in their societal challenges and
aspirations in shaping the future of our world.

Mission:

The College's mission is to become "A centre of excellence committed
to the perfection of the human personality". Our goal is to provide
students with a high-quality education and support them as they
succeed in their chosen fields of study, preparing them to meet the
needs of the modern world. We are dedicated to provide the youth in
the rural and urban areas near our College with a meaningful
education because we are convinced that proper education is the best
resort for improving their lives.

As girls make up the majority of the students at our College, our
goal is to enlighten, empower, and emancipate them so that they can
develop independence both personal and financial. The institution
follows a threefold system with academic, co-curricular and extra-
curricular programs. The academic plan is built around expanding and
empowering students' knowledge bases. Our vision and mission in
brief are:

- Aiming for excellence.
- Social accountability.
- Love and compassion for fellow beings.
- Moral rectitude.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Prospectus/Prospectus_2023-24.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
governs the management of the college in compliance with the opinion

of the majority of the members.

All major decisions regarding on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub committees of the college. The list of committees is given below:

- **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**
- **Internal Quality Assurance Cell**
- **Research Sub-committee**
- **Student Council**
- **Routine Sub-committee**
- **Cultural Sub-committee**
- **Sports Sub-committee**
- **Canteen Sub-committee**
- **Disciplinary Sub-committee**
- **Service book, Pension and Arrear committee**
- **Students Aid fund committee**
- **Library Committee**

This practice of decentralization has resulted in participative management for the faculty members cutting across all the departments wherein, the onus of suggesting, planning or successfully organizing such activities lie with the faculty of the various departments of the institution.

File Description	Documents
Paste link for additional information	https://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

The Institution has defined the perspective plan and works accordingly for effective deployment of resources. The perspective plans are

- To increase teaching excellence in different departments with optimal use of resources.
- To increase the potential of student interest for current courses according NEP 2020 through induction and mentoring programme.
- To make the students more equipped in practical training and hands on experience through different skill development courses.
- To increase the percentage of students progressing to higher studies, jobs and entrepreneurship by arranging different coaching and training courses.
- To improve the teaching learning methods based on feedback collected from stakeholders.
- To construct/extend building for classrooms and laboratories.
- To utilize alternative sources of energy, to improve waste management practices and to make a green college campus.

Implementation of the Strategic Plan

Smart Board Enabled Classrooms:

Kharagpur College has implemented smart board enabled classrooms as part of its strategic plan to enhance teaching, learning, and student engagement.

Key Features:

1. Interactive Smart Boards: Large, touch-sensitive displays for interactive lessons.
2. Digital Content: Access to digital educational resources.
3. Collaboration Tools: Software and hardware for student-teacher and student-student collaboration.
4. Audio-Visual Equipment: High-quality speakers, microphones, and projectors.
5. Wi-Fi Connectivity: Seamless internet access.

Benefits:

1. Enhanced Student Engagement: Interactive lessons increase participation and motivation.

2. **Improved Learning Outcomes:** Technology-enhanced instruction leads to better academic performance.
3. **Increased Accessibility:** Digital resources provide equal access to education.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Administrative-Sub-Committee.pdf
Upload any additional information	**No File Uploaded**

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 as per the guidelines of the affiliating university and the State Government, has 9 members including the President of the college nominated by the Government of West Bengal, the Principal being the ex-officio secretary, while there are three Teacher Representatives and 1 Non-Teaching Staff Representative, one or two more Government nominees, one nominee from the West Bengal State Council of Higher Education and two university representatives.

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 who are responsible to carry out the functions of their respective committees.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

Service Rules and procedures are guided by the Vidyasagar University and the rules of the State Government.

The recruitment rules for the Teaching staff and Non-teaching staff are guided by the order of the State Government along with the eligibility criteria prescribed by the UGC. The college Governing Body also recruits Guest Teachers and casual Non-teaching staff as and when required.

The promotion 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://kharagpurcollege.ac.in/assets/Pdf/Teacher-council/Teacher_council_23-24.pdf
Link to Organogram of the institution webpage	https://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://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

6

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

4

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
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 PBASand 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 th 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 subsequentlysent 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://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 the Governing Body. Annualaudit of the college finances is made on a regular basis. Allprocesses relating to the financial audit of the college for the financial year 2023-24is 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://kharagpurcollege.ac.in/assets/Pdf/Financial_audit/Internal_Audited_Satement_2023-24.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)

13.20019

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 salarycomponent is received from the Government of West Bengal and remaining part of the salary component is paid from the feescollected from the students. Funds were also received from the 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 DepartmentalHeads/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://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 continued student's seminar and semester wise mentoring and counselling of the students. Parent-teachers meetings were also conducted in this academic session. Like earlier sessions, mentor allotment of 1st semester students was also done.**
- **As per the recommendation of IQAC, 03 more classrooms have been equipped with modern interactive flat touch panels and four more certificate courses have been conducted during this**

session.

- More number of new books and remedial books were catalogued using KOHA software. Rearrangement of all text books and reference books in rack by call number as per Library system. Electrical work in the first floor of the central library has been completed.
- AQAR 2022-23 prepared in the Affiliated PG & above college format as per NAAC review report and submitted to the NAAC portal on 20.04.2024 and it was accepted on 01.05.2024.
- Submitted Institutional Information for Quality Assessment (IIQA) and its fees on 27.05.2024 for cycle 3 NAAC Accreditation.
- Student's feedback on teachers have been analysed and sent to the teachers for quality improvements and teachers feedback on syllabus have been sent to the university.
- As per recommendation of IQAC, College playground and Indoor stadium were allowed to utilize for community service to generate revenue.

File Description	Documents
Paste link for additional information	https://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Action_taken_Report_2023-24.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 ofAcademic Subcommittee, Teachers' Council, Departmental meetingsand Board of Studies of the various PG departments. Departments regularly monitor the progress of the learners via severalassignments from time to time to identify the slow and advancedlearners. 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. Twenty classrooms 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://kharagpurcollege.ac.in/assets/Pdf/Minutes-of-IQAC/Minutes-of-IQAC-meeting-in-the-session-2023-2024.pdf
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://kharagpurcollege.ac.in/assets/Pdf/NIRF/Kharagpur-College-NIRF-2024.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 equity means no discrimination in rights, responsibilities and opportunities for all genders. Internal Complaint Cell of Kharagpur College informs the roles and activities of the Cell to the newly admitted 1st Semester students in Induction Programme. NSS Unit of Kharagpur College observed Women's Day on 27.03.2024 at HB Sarkar from 12 pm – 3 pm. Women faculty members and women non-teaching staff along with students were felicitated by the volunteers of NSS. Dr. Poulami Talukdar, Assistant Professor, Department of Philosophy, Kharagpur College delivered her impactful speech on Women Empowerment. She highlighted the challenges of traditional gender roles and women's journey to self-awareness and discovery. Dr. Tapan Pal, Member of Governing Body, Kharagpur College interacted with students and women faculty members and they shared their valuable insights and experiences. Internal Complaint Cell organized a seminar on 4.05.2024 from 11.30 a.m. to 2 p.m. Dr. Poulami Talukdar, convener of IC Cell introduced the theme of the seminar. Dr. Sarbaree Bandyopadhya, Associate Professor, Dept. of History, Pingla Mahavidyalaya shared insights on Gender Equity in Bengali Cinema such as 'Parama', 'Paramitar Ekdin'.

File Description	Documents
Annual gender sensitization action plan	https://kharagpurcollege.ac.in/assets/Pdf/Women-cell/Women%20cell%202023-24%20Report.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://kharagpurcollege.ac.in/assets/Pdf/Women-cell/Complete%20Analysis%20of%20Gender%20Audit.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	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	*View File*
Any other relevant information	**No File Uploaded**

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 C0ompanies 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: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

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	*View File*

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	**A. Any 4 or all 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).

As the legacy and culture is concerned, Kharagpur College has been trying to provide an idea of tolerance to its students and staffs. Our motto is to build up tolerant mentality and attitude that can accept and honour the 'others'- different-diverse culture, food habit, ideologies, thoughts, beliefs, culture, linguistic and

religious practice etc. Thus we promote multiculturalism and
pluralism. These two ideas give birth to harmony towards cultural
and communal diversity. This approach and practice, helps us a lot
to nurture our culture, to shape our values to develop the entire
scenario.

To develop the idea of tolerance and harmony, throughout the session
2023-2024, we have arranged several seminars and talks. Department
of Political Science organized a students' seminar themed "Harmony,
Brotherhood and Peace in National and International Order; What to
do and how to do"on 13/10/23. Another seminar was organized by the
Philosophy Department on 24/01/2024 titled "Idea of Tolerance in
Indian Philosophy". Apart from Departmental activity, practices of
creating inclusive environment is promoted through the activities of
NSS and NCC units of the college and through the programmes like
Annual Cultural Competition, Annual Sports Meet along with the
observation of special days.

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	**No File Uploaded**

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

We strongly believe that, as HEI, Kharagpur College has been
discharging its duty towards sensitization of students and employees
towards constitutional obligations prudently and honestly.
Endlessly, we have been nurturing Constitutional Values, inculcating
the ideas of our Rights and Duties as the citizens of India through
different methods like 1) Class Teaching 2) Organizing Seminars,
Special Lecture and Workshop 3) Observing Special Days and
4)Activity of NSS and NCC Units.

In regard to Class Teaching, it's a straightforward task as syllabus
of some subjects directly deal with the Constitutional Values,
Rights and Duties. The syllabus of Political Science, History etc
deal with relevant sections. To develop a pan-institutional
awareness, different Departments constantly organize Students'
Seminar, State level seminar, special talk and workshop where
speakers from different universities share their views and opinions
in this regard. Through this, our college has been trying to enrich

its employees as well as students and inculcate Constitutional Values and subsequent respect for the same. College religiously observes different days like International Human Rights Day, Republic Day, National Voters' Day, International Women's Day etc. activity of NSS and NCC units, throughout the year enriching our students through societal activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kharagpurcollege.ac.in/NSS.aspx
Any other relevant information	https://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 2023-2024session 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 2023-2024, 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 2023-2024session, 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	**No File Uploaded**

7.2 - Best Practices

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

A BEST PRACTICE -1:

1) Title of the Practice: "Blood Screening for Thalassemia Test"

    1. The Objectives:

To eradicate Thalassemia from India.

    1. The Practice and Evidence of Success

Thalassemia is an inherited disorder characterized by abnormal hemoglobin. It is a severe type of anemia where alpha or beta chain of hemoglobin are not formed by natural process. Thalassemia is

caused by mutation in the DNA of cells that make hemoglobin.

NSS units of Kharagpur College has been doing this noble job of carrier detection for college students with the technical support from the medical team of Thalassemia Society of Midnapore District of Health & Family Welfare department, Govt of West Bengal and Kharagpur Voluntary Blood Donor's Organization (KVBDO) for the last three years very successfully and sincerely.

Best Practice II 1) Title of the Practice: STUDENTS SEMINAR -AN OUTCOME BASED PEDAGOGICAL TOOL 2) Objectives of the Practice: Today's education is undergoing a paradigm change away from input-output focused education and toward outcome-based education. Every department in our college has become enthusiastic about hosting a students' seminar inconspicuously meant for the students. The main objectives of students' seminar are Active Learning, Critical Thinking, improvement of communication skills, to fetch depth of understanding and preparation for real world situations.

File Description	Documents
Best practices in the Institutional website	https://www.kharagpurcollege.ac.in/BestPractices.aspx
Any other relevant information	https://www.kharagpurcollege.ac.in/Seminar-workshop.aspx

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

Hindi speaking and learning course for the teaching and non-teaching staff of Kharagpur College Kharagpur College is situated in a cosmopolitan ambience. Students from different linguistic and cultural backgrounds come together in this part of the country. The city is host to the famed lndian Institute of Technology, Kharagpur Railway Junction, Kalaikunda Airbase and few Kendriya Vidyalayas. Due to the confluence of people from different provinces, it is also called Mini India, and has a large number of Hindi speaking people. More than three and a half thousand students study in this college in various departments. About 35 % of the admitted students of the college are Hindi speaking (As per the enrolment data of 2023, out of the total 1382 admitted students, 404 are Hindi speaking) while all the teachers of the college except those of the department of

Hindi are non-Hindi speaking. Since many of the Hindi speaking students can hardly understand Bengali and are not quite comfortable in English as well, there remains a communication gap between the students and non-Hindi speaking teachers of the college. Non-Hindi speaking teachers of various departments felt the necessity to learn Hindi in order to communicate freely with the Hindi speaking students of the college during the class, Mentor-mentee session and extension activities. They informed the principal regarding this issue. Teachers of Hindi department of Kharagpur College have been given the responsibility for the same, and they have been successfully discharging their responsibility since then.

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

- More number of skill enhancement and job oriented certificate courses will be started in association with Ashadeep & Medical Skill enhancement centre in the college campus.
- To encourage faculty members of all departments for smooth conduction of mentoring & parents- teachers meeting and student seminar and to conduct different skill enhancement and Add on Courses.
- To enrich the central library with more Journals & books according to the syllabus of new curriculum & credit framework as per NEP 2020.
- To increase and continue the MOUs for academic linkage with other institution.
- To construct a separate seminar hall for conducting National and International level seminar.
- Enhancement of ICT based digital interactive class rooms.
- To construct rooftop shade in the old buildings.
- To repair the floors of Physics and chemistry laboratories.
- To involve more Alumni for the infrastrucre and academic development.
- To invite students from other institution for participation in cultural and sports activities.
- To encourage the students to participate in activities organised by other institutions.
- EDC and incubation centre to encourage the students to particiate in the off campus activities.

07-03-2025 03:15:43