

To,  
The Principal  
Kharagpur College  
Paschim Midnapore  
West Bengal-721305

Sir,

**Sub: Internal audit report for the period from 1<sup>st</sup> April, 2022 to 31<sup>st</sup> March, 2023**

We have conducted the internal audit of Kharagpur College for the period from 1<sup>st</sup> April, 2022 to 31<sup>st</sup> March 2023. The audit was carried out at head office of the College as per the scope laid out in the communication made by the management.

The Independent auditing involved organization's governance, risk management and management controls over efficiency/effectiveness of operations (including safeguarding of assets), the reliability of financial and management reporting, and compliance with laws and regulations.

**Management Responsibility for the Financial Statements & related internal Control**

Management is responsible for preparation of these financial statements that give a true and fair view of the financial position, financial performance, and internal control. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements and internal control based on our audit. Internal audit was conducted in accordance with generally accepted audit procedures. The internal audit was planned and performed to obtain reasonable assurance whether the systems, processes and controls operate efficiently and effectively and financial information is free of material misstatement.



### **Performance of Internal audit included:**

- (a) Examining, on a test basis, evidence to support the amounts and disclosures in financial statements;
- (b) Assessing the strength, design and operating effectiveness of internal controls at process level and identifying areas of control weakness, business risks and vulnerability in the system and procedures adopted by the entity
- (c) Assessing the accounting principles and estimates used in the preparation of the financial statements; and
- (d) Evaluating the overall entity-wide risk management and governance framework.

### **Audit Observation**

1. The Internal Audit was carried out on Kharagpur College as on 20<sup>th</sup> March 2024. The exercise continued for 06 days wherein all the books of account maintained manually or electronically & other documents were considered while working out the internal audit.
2. Following are the major observations: -
  1. Proper attention is given on the guidelines regarding the maintenance and safety of the documents.
  2. Fixed assets registers are not properly maintained as per guidelines.
  3. During the course of our audit, we have rectified the most entries which are not properly accounted under the suitable ledger. It is not possible for us to write down the each and every entry which have been rectified on the spot.
  4. Accrued interest on fixed deposits with banks had not been booked/accounted in the books of account since long time. Now accrued interest on fixed deposits with banks have been booked/accounted till date.



## Opinion

In carrying out the audit we have given emphasis on introducing systems and procedures to enable the College carry on the operations in a smooth way with better internal control systems. However the clerical errors which were rectified then and there during the course of our audit and other matters, which in our opinion are not material, have not been dealt with in this report

In the end, we are thankful to the concerned personnel of the Kharagpur College who have extended their support during the audit exercise.

Date: 30.03.2024

Place: Kharagpur



For, AGARWAL MITESH & CO.  
Chartered Accountants

A handwritten signature in black ink, appearing to read "M. Agarwal".

FCA, MITESH KR. AGARWAL  
Proprietor  
M. No. 065849  
Firm Regn. No. 326415E

To,  
The Principal  
Kharagpur College  
Paschim Midnapore  
West Bengal-721305

Sir,

**Sub: Internal audit report for the period from 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March, 2022**

We have conducted the internal audit of Kharagpur College for the period from 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March 2022. The audit was carried out at head office of the College as per the scope laid out in the communication made by the management.

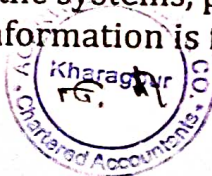
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### **Audit Observation**

1. The Internal Audit was carried out on Kharagpur College as on 10<sup>th</sup> November 2022. The exercise continued for 09 days wherein all the books of account maintained manually or electronically & other documents were considered while working out the internal audit.
2. Following are the major observations:-
  1. There is no proper marking of the area for placing the documents in particular year-wise.
  2. Proper attention is given on the guidelines regarding the maintenance and safety of the documents.
  3. Fixed assets registers are not properly maintained as per guidelines.
  4. During the course of our audit, we have rectified the most entries which are not properly accounted under the suitable ledger. It is not possible for us to write down the each and every entry which have been rectified on the spot.



### Opinion

In carrying out the audit we have given emphasis on introducing systems and procedures to enable the College carry on the operations in a smooth way with better internal control systems. However the clerical errors which were rectified then and there during the course of our audit and other matters, which in our opinion are not material, have not been dealt with in this report

In the end, we are thankful to the concerned personnel of the Kharagpur College who have extended their support during the audit exercise.

Date : 25.11.2022

Place: Kharagpur



For, AGARWAL MITESH & CO.  
Chartered Accountants

A handwritten signature in black ink, appearing to read "Mitesh Kr. Agarwal", written over a large, stylized circular flourish.

MITESH KR. AGARWAL  
Proprietor  
M. No. 065849  
Firm Regn. 326415E

To,  
The Principal  
Kharagpur College  
Paschim Midnapore  
West Bengal-721305

Sir,

**Sub: Internal audit report for the period from 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2021**

We have conducted the internal audit of Kharagpur College for the period from 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March 2021. The audit was carried out at head office of the College as per the scope laid out in the communication made by the management.

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Date : 25.11.2022

Place: Kharagpur



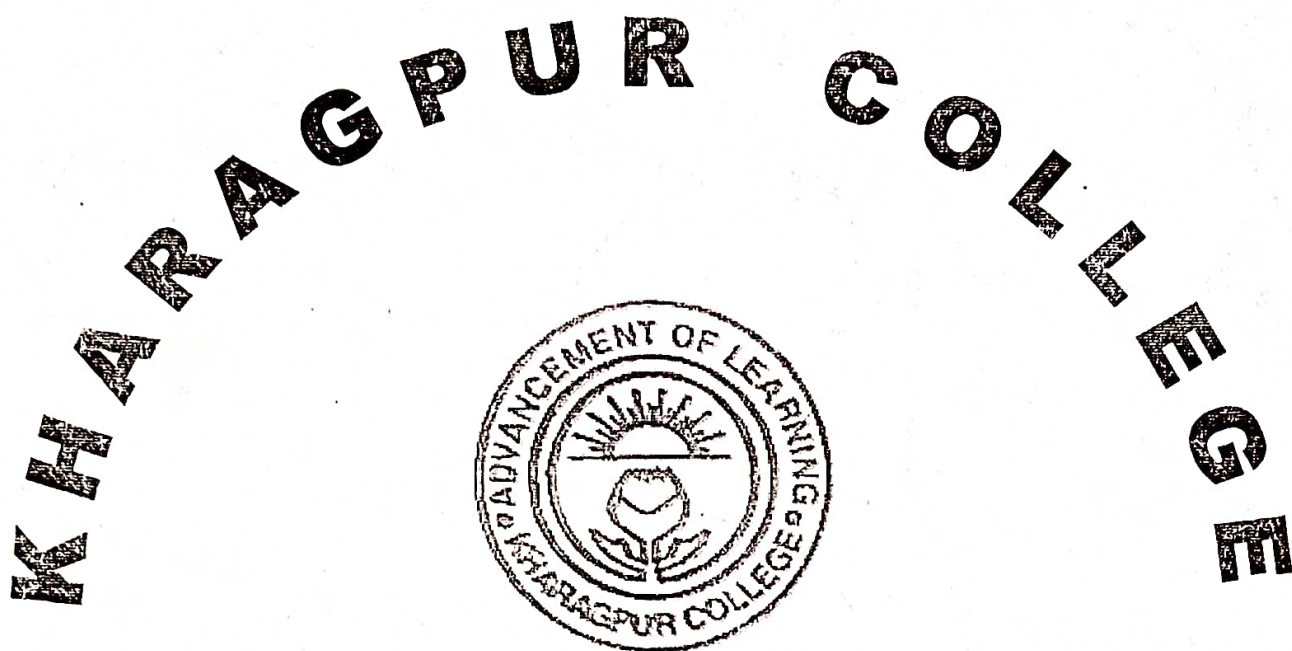
For, **AGARWAL MITESH & CO.**  
**Chartered Accountants**

A handwritten signature in black ink, appearing to read "Agarwal" with a flourish.

**MITESH KR. AGARWAL**  
**Proprietor**

**M. No. 065849**

**Firm Regn. 326415E**



P.O.- INDA, KHARAGPUR, DIST.- PASCHIM MEDINIPUR, PIN- 721305, WEST BENGAL.

AUDIT REPORT FOR THE FINANCIAL YEAR 2019-2020

Audited by:

**VSNB & ASSOCIATES.**  
*Chartered Accountants*

64 Sailo Kumar Mukherjee Road,  
Howrah -711 101

# VSNB & ASSOCIATES



CHARTERED ACCOUNTANT

64 SAILO KUMAR MUKHERJEE ROAD, HOWRAH - 711 101  
(M:) 9874683497, E-Mail: [sethiavijay3@gmail.com](mailto:sethiavijay3@gmail.com)

To  
The Governing Body/Principal of Kharagpur College,  
Kharagpur, Dist-Paschim Madinipur  
West Bengal-721305

Dear Sir,

## Sub:- Audit Report of Kharagpur College

We have Audited the annexed Balance Sheet of Kharagpur College, Kharagpur, Dist-Paschim Medinipur, West Bengal-721305 as at 31<sup>st</sup> march, 2020 along with Receipts and payments, income and expenditure Accounts for the year ended on that date annexed hereto and report as follows :-

We have Obtained all the information and explanations which to the best of our knowledge and belief, were necessary for the purpose of the audit. The Balance Sheet, Income and Expenditure, Receipts and Payments Accounts are in agreement with the books which have been maintained properly so far as appears from examination of those books.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts, read with notes thereon, if any give a true and fair view :-

- 1) In the case of Balance Sheet, of the state of the affairs at 31<sup>st</sup> march, 2020.
- 2) In the case of Income and Expenditure account of the excess of Income over Expenditure for the year ended on that date.
- 3) In case of Receipts and Payment Account During the Year ended on that date.

### I further report that :

- i) The financial statement referred to above namely Balance Sheet, Income and Expenditure account, Receipt and payments Accounts for the year ending on the date of balance Sheet are the responsibility of the College Managing, Committee and the Principal of the College. We responsibility is to express on opinion on these financial statement based on my Audit. We conducted the Audit in accordance with auditing standards generally accepted in India. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the Financial Statements are free of material misstatement. An audit include examining, on a test basis, evidence supporting the accounts and disclosures in the Financial Statements. An audit also includes assessing the accounting principals used and significant estimates made by the management, as well as evaluating the overall Financial Statements presentation. We believe that our audit provides a reasonable basis for our opinion.



**ii) Basis of Accounting:**

The Accounts have been prepared on Cash basis. We should suggest for maintaining accounts on mercantile basis because it is better since it taken into accounts which are payable for that particular year. This is necessary for preparing financial statement on Proper lines.

**iii) Fixed Assets :**

The Fixed Asset register is not maintained properly. Depreciation has been provided on W.D.V method Fixed Asset.

**iv) Cash and Bank balance :**

Cash in hand: - Since the Audit was conducted after Balance Sheet date it was not Possible for us to conduct physical verification of cash in hand as on 31-03-2020 however the closing cash in hand certificate as on the date has been certified by the College management for 36380.

**v) Service Book :**

Service Book Record of all concern employees have been maintained properly and found to be upto date.

**vi) Provident Fund :**

The closing Provident Fund Balance Rs. 69116816 found to be in agreement with Treasury Pass Book as on 31-03-2020.

**vii) Fees Collection :**

Fees Collection register is maintained for recording the fees received. The Fees are collected through both .cash and bank

**viii) Land & building :**

Present valuation of College Land & Building has not been done by the authority this year also.

**ix) Tuition Fees :**

Tuition Fees Credited to Income and Expenditure Account of this year has not been reconciled on the basis of the total student strength.

**x) Stock of Chemicals :**

Due to my belated appointment I could not verify physically the stock of chemicals. However, as certified by the college there was no stock of chemicals as on 31-03-2020.

**xi) Insurance Cover :**

No insurance Policy on the asset of the college was taken by the college authority so far. It is suggested that the assets should have adequate insurance coverage to avoid any loss in future.

**xii) Internal Audit system :**

The college has done internal Audit . Mistakes have been rectified to some extent.

**xiii) Advance :**

In Absence of details List of advance, we are not able to ascertain the balance and those are Unadjusted for long period



**Following Statement are enclosed:**

- a. Receipt and payment account for the year ended 31<sup>st</sup> march 2020.
- b. Income and Expenditure account for the year ended 31<sup>st</sup> march 2020.
- c. Balance sheet as at 31<sup>st</sup> march 2020.
- d. Details of Closing bank and Fixed Deposit balance as on 31<sup>st</sup> march 2020.
- e. Details of Fixed asset as on 31<sup>st</sup> march 2020.
- f. Roll strength of student, Staff strength.
- g. Course and subject taught in the college.
- h. Tuition fees, other fees and Charges in the College.
- i. Provident Fund Details of Teaching & Non-Teaching staff.

For VSN B & ASSOCIATES  
Chartered Accountant  
Firm Registration No. 0330017E

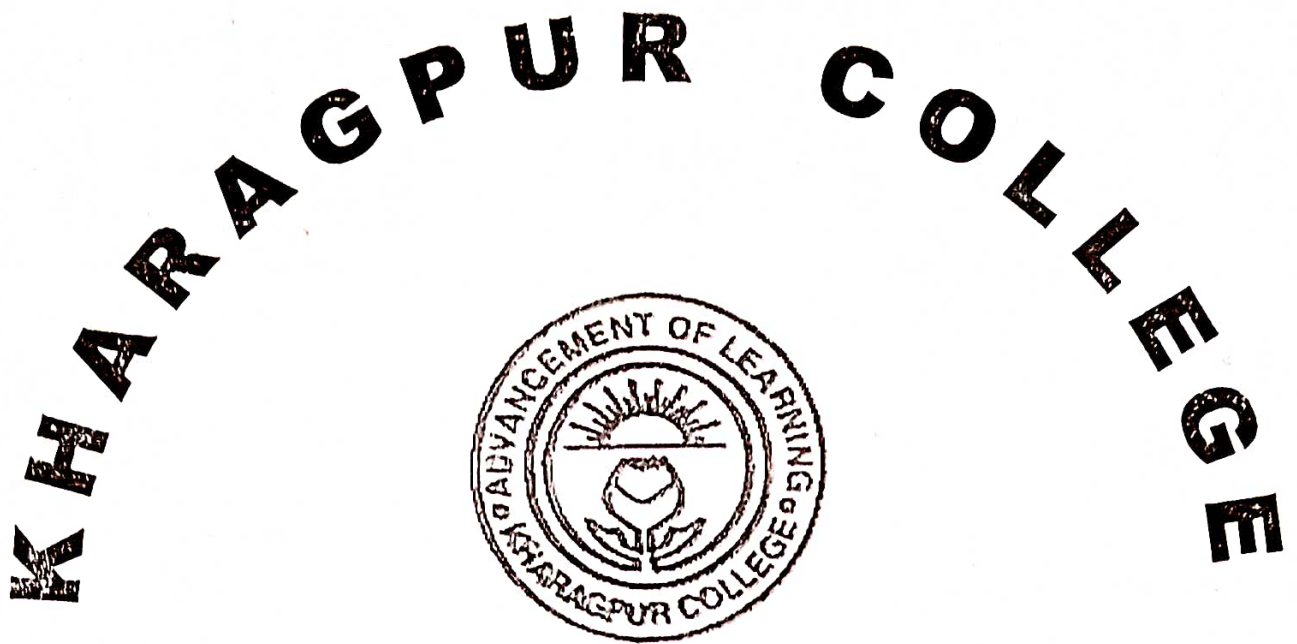
*Vijay Sethia*  
(VIJAYSETHIA)

PARTNERS

Membership no: 311417

Date: 17.08.2021





P.O.- INDA, KHARAGPUR, DIST.- PASCHIM MEDINIPUR, PIN- 721305, WEST BENGAL.

AUDIT REPORT FOR THE FINANCIAL YEAR 2018-2019

Audited by:

**VSNB & ASSOCIATES.**  
*Chartered Accountants*

64 Sailo Kumar Mukherjee Road,  
Howrah -711 101



# VS NB & ASSOCIATES

CHARTERED ACCOUNTANT

64 SAILO KUMAR MUKHERJEE ROAD, HOWRAH - 711 101  
(M:) 9874683497, E-Mail: [sethiavijay3@gmail.com](mailto:sethiavijay3@gmail.com)

To  
The Governing Body/Principal of Kharagpur College,  
Kharagpur, Dist-Paschim Madinipur  
West Bengal-721305

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We have Obtained all the information and explanations which to the best of our knowledge and belief, were necessary for the purpose of the audit. The Balance Sheet, Income and Expenditure, Receipts and Payments Accounts are in agreement with the books which have been maintained properly so far as appears from examination of those books.

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**v) Service Book :**

Service Book Record of all concern employees have been maintained properly and found to be upto date.

**vi) Provident Fund :**

The closing Provident Fund Balance Rs.55944976 found to be in agreement with Treasury Pass Book as on 31-03-2019.

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Present valuation of College Land & Building has not been done by the authority this year also.

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- b. Income and Expenditure account for the year ended 31<sup>st</sup> march 2019.
- c. Balance sheet as at 31<sup>st</sup> march 2019.
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- f. Roll strength of student, Staff strength.
- g. Course and subject taught in the college.
- h. Tuition fees, other fees and Charges in the College.
- i. Provident Fund Details of Teaching & Non-Teaching staff.

For VSN B & ASSOCIATES  
Chartered Accountant  
Firm Registration No. 0330017E

*Vijay Sethia*  
(VIJAY SETHIA)

PARTNERS

Membership no: 311417

Date: 17.08.2021





# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

Date: 05.04.2023

Audit Query in connection with Performance Audit on Grants-in-Aid (GIA) of Higher Education Department (HED), Govt. of West Bengal for the period from 01.04.2017 to 31.03.2022.

Sub : Information regarding State Aided College Teacher (SACT)

During scrutiny of records of selected Govt. Aided colleges, it was noticed that restructuring of service condition and other benefits for Govt approved Part Time Teachers (PTTs), Govt. approved Contractual Whole Time Teachers (CWTTs) and Guest Teachers (GTs) were made by the authority of HED (College Sponsored Branch) vide Memo no. 2081-Edn(CS)/10M-83/2019 dated 23.12.2019. Under the restructuring system, all the PTTs, CWTTs and GTs came under the categories of State Aided College Teacher (SACT-I and SACT-II) since 01.01.2020. Since then, consolidated remuneration of both category of teachers was enhanced and pay of the teachers getting higher remuneration earlier was also protected. The two categories of teachers (SACT-I and SACT-II) were allowed to continue their engagement till they attain the age of 60 years. They were also entitled to get Rs. 5.00 lakh (Rs. Five lakh) only on attaining the age of 60 years provided that the teachers concerned had rendered services for a period not less than 10 years.

In this connection, the following information in respect of all Govt. aided colleges may please be provided to audit:

1. Man in position of Part Time Teachers (PTTs), Contractual Whole-Time teachers (CWTTs) and Guest Teachers (GTs) as on 13.07.2019 may also please be furnished to audit in following format:

Number of PTTs as on 13.07.2019	Number of PTTs converted to SACT after 01.01.2020		Number of CWTTs as on 13.07.2019	Number of CWTTs converted to SACT after 01.01.2020		Number of GTs as on 13.07.2019	Number of GTs converted to SACT after 01.01.2020	
22	SACT I	04	01	SACT I	01	26	SACT I	15
	SACT II	16		SACT II			SACT II	08

Received  
6.4.23  
H.D. Bikash Biswas  
Asstt. Audit Officer  
Office of the P. A. G. (Audit) W.B.  
Treasury Building, 2nd Floor (West)  
Kharagpur, Medinipur, West Bengal  
ESTD-1949

2. How many notional vacancies had been created to accommodate all State Aided College Teachers?  
:-43 (FORTY THREE) Among the converted 44 SACTs one had left the college before joining as SACT.
3. Had any SACT been deployed in other Govt Aided colleges? If yes, please submit the name of such teacher.  
:-01(ONE) CWTT MR.SANDIP TRIPATHY, PIEU MONDAL
4. Criteria for selection of Guest Teachers prior to SACT. Fund from which the salary of Guest Teachers prior to SACT was paid?  
:- 55% MARKS IN UG /PG AS PER UGC NORMS. SALARY OF GUEST TEACHERS WAS PAID FROM THE COLLEGE FUND.
5. Rate of Guest Teacher prior to SACT.  
:-Rs. 200 (TWO HUNDRED) PER CLASS.
6. Records of advertisement published for initial appointment of CWTTs, PTTs & GTs before conversion to SACT, records of their interview, records of resolutions at Governing Body (GB), their appointment letters issued by GB.  
:- DOCUMENTS PROVIDED.
7. Records of approval of engagement of SACT (Category I & II) by DPI of HED., their appointment letters issued by GB.  
:- DOCUMENTS PROVIDED.
8. Pay fixation (w.e.f. 16.08.2019) of CWTTs, PTTs & GTs converted to SACT (Category-I&II) on 01.01.2020 (Claim sheet, Inner sheet and other related document for the period from 01.04.2017 to 28.02.2023 may please be provided.)  
:- DOCUMENTS PROVIDED.
9. Total expenditure incurred as salary for the SACT teachers (year wise) may please be given in the following format :

Period	Salary paid to SACT Teachers		
	Salary of SACT teachers converted from CWTTs	Salary of SACT teachers converted from PTTs	Salary of SACT teachers converted from Guest teachers
01.01.2020 to 31.03.2020	Rs.97650.00	Rs.1535886.00	Rs.1875000.00
01.04.2020 to 31.03.2021	Rs.410321.00	Rs.6314167.00	Rs.7668750.00
01.04.2021 to 31.03.2022	Rs.115466.00	Rs.6547569.00	Rs.7929082.00
01.04.2022 to 28.02.2023	NIL (Resigned)	Rs.6232843.00	Rs.7495418.00

Audit Query No. 01

dated: 05.04.2023

Forwarded to the Sr. Audit Officer, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (both soft & hard copies) please.

(b)

06/04/2023

Principal

Kharagpur College

Principal

Kharagpur College



E-mail: kharagpurcollege@gmail.com



# KHARAGPUR COLLEGE KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

☎ 03222-225920, 257320

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

**Audit Query in connection with Performance Audit on Grant-in-Aid in respect of Higher Education Department, Govt. of West Bengal for the period from 01.04.2017 to 31.03.2022.**

**Sub: Information relating to Teacher & student number during the year from 2017-18 to 2021-22.**

In connection with Performance Audit on GIA for the period from 2017-18 to 2021-22, following information/records may please be furnished to Audit on priority basis:

1. A) Stream wise, subject-wise & Year wise actual position of Teacher & student :

*Received*  
*6-4-22*  
**AABikash Biswas**  
Asst. Audit Officer  
Office of the Pr. A.G. (Audit) W.B.  
Treasury Building, 2, Govt. Place (West)  
Kolkata-700031

Position of 1<sup>st</sup> year students at the end of 3<sup>rd</sup> year :

Number of students											
Admitted in 2017-18 (1 <sup>ST</sup> Year)			Continued at the end of 2019-20 (3 <sup>rd</sup> Year)			Admitted in 2018-19 (1 <sup>ST</sup> Year)			Continued at the end of 2020-21 (3 <sup>rd</sup> Year)		
B.A	1021		B.A	456		B.A	794		B.A	445	
B.Sc.	489		B.Sc.	316		B.Sc.	401		B.Sc.	299	
B.Com	195		B.Com	145		B.Com	135		B.Com	121	

Audit Query No. 02

Date: 05.04.2023

Forwarded to the, Sr.Audit Officer, O.O. the Principal A. G. (Audit- 1), W.B. Email id: [ansarym.wbl.sca@cag.gov.in](mailto:ansarym.wbl.sca@cag.gov.in), Mob no. 8777526860, for kind information and necessary action please (copy enclosed)

(6) 06/04/2023  
Principal  
Kharagpur College  
Principal  
Kharagpur College



# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,

P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

**Dated:05.04.2023**

**Audit Query in connection with Performance Audit (GIA) on Higher Education Department, Govt. of West Bengal for the period from 01.04.2017 to 31.03.2022.**

**Sub: Information relating to Bank Balance of the Govt. Aided Colleges during the period from 2017-18 to 2021-22**

Year wise bank balance/fund position (including Fixed, Savings and Current A/c) may be furnished in the following format:

Sl. No.	Name of the College	Name of the Bank	Total Bank Balance (including Fixed, Savings and Current A/c) as on					
			31.03.2017	31.03.2018	31.03.2019	31.03.2020	31.03.2021	31.03.2022
1.	KHARAGPUR COLLEGE	Andhra/ Union Bank	4958904	21607110	31632203	15482519	9883473	7475464
2.	KHARAGPUR COLLEGE	S B I	97605	245192	2594851	5716565	12344631	7618295

**Audit Query No. 03**

**dated: 05.04.2023**

Forwarded to the **Sr. Audit Officer**, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (**both soft & hard copies**) please.

*Received  
Pr. A.G.  
6.4.23*  
**Bikash Biswas**  
Asstt. Audit Officer  
Office of the Pr. A.G. (Audit-I) W.B.  
Treasury Building, 2, Govt. Place (West)  
Kolkata-700001

*(Signature)* 06/04/2023  
**Principal**  
Kharagpur College



# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

Date: 05.04.2023

**Audit Query in connection with Performance Audit (PA) on “GRANTS-IN-AID” (GIA) of Higher Education Department for the period from 2017-18 to 2021-22.**

In connection with Performance Audit (PA) on GIA of Higher Education Department for the period from 2017-18 to 2021-22, the following information may please be furnished to audit.

- (i) Year of establishment of college: 1949
- (ii) Status at the time of establishment: Notification (s) issued by Government time to time may be produced
  - (a) Government college
  - (b) Govt. Aided College
  - (c) Govt. sponsored college (prior to converting to Govt. Aided college)?
  - (d) colleges administered by religious or linguistic minorities
  - (e) Others (✓)
- (iii) Present Status?  
:- GOVT. AIDED COLLEGE
- (iv) If it is an erstwhile Govt. Sponsored college, when and how was it converted to a Govt. Aided College?  
:- NA
- (v) DDO Code- From when it was functioning?  
:- Before 21.12.2016

Affiliated under which University? If it is converted to a Govt. Aided college, whether the college was re-registered/re-affiliated after such conversion?

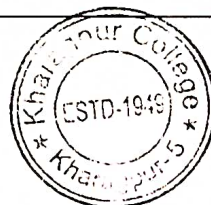
:- VIDYASAGAR UNIVERSITY. DOCUMENTS PROVIDED.

- i) How was the payment of salaries of the teaching and non-teaching staff managed by the college authority (a) before introduction of the West Bengal Colleges (Payment of Salaries) Act, 1978 and (b) after introduction of the West Bengal Colleges (Payment of Salaries) Act, 1978  
:- SALARY OF TEACHING & NON-TEACHING UNDER PAY PACKET SCHEME CLAIM BY THE COLLEGE & BENEFICIARY ENTRY MADE IN IFMS PORTAL. PAYMENT THROUGH KHARAGPUR TREASURY

(ii) How was the payment of salaries of the teaching and non-teaching staff managed by the college authority after introduction of the West Bengal Universities and colleges (Administration and Regulation) Act, 2017.

:- REMUNERATION OF ONLY CASUAL NON-TEACHING STAFF AND GUEST TEACHERS IS PAID FROM COLLEGE FUND.

Received  
A-40 Bikash Biswas  
Asstt. Audit Officer  
Office of the Pr. A.G. (India) B.  
Building 2, Govt. Place West  
Kolkata-700051



Whether there was regular monitoring and supervision by officers from Dept/Directorate. No. of supervision made by the Deptt./Directorate during 2017-18 to 2020-21 (year wise).

:-AUDIT OF 2017-18,18-19,19-20 HAVE BEEN DONE BY THE AUDITOR DEPUTED BY THE DIRECTIONATE .GOVT.AUDIT IS PENDING FROM THE YEAR 2020-2021.

a) Date of formation of Governing Body in the college?

:-02/11/2017

b) Constitution of Governing Body before and after introduction of 2017 Act

:- Statute of Vidyasagar University

c) What is the composition of Governing Body?

:- President & Two member are nominated by the Govt. of W.B, One member is nominated by the WBSCH, Two member are nominated by Vidyasagar University, Three members are Selected/elected by the Teachers Council of Kharagpur College & One member is Selected/elected by Non-Teaching staff of the college

d) Tenure of the Governing Body

:-4 YEARS.

e) Powers and responsibilities delegated to the Governing Body

:- Governing Body is all in all in running the college smoothly. The GB follows the norms and directions of the UGC, statute and directions of the affiliating University and the Govt. orders and rules.

f) Name and designation of each member and by whom appointed?

:- List provided

(I) Funds received and expenditure there against by the college (category-wise and year-wise) during the period 2017-18 to 2021-22 may be as per table below: Funds lying in the bank account as of January 2023 may be stated

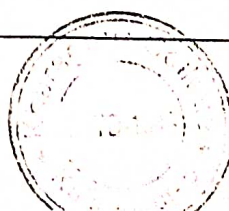
Particulars	2017-18		2018-19		2019-20		2020-21		2021-22	
	Receipt	Exp.	Receipt	Exp.	Receipt	Exp.	Receipt	Exp.	Receipt	Exp.
Grant from Gov WB (salary, arrear, leave encasement & OTHERS)	77034001	73862880	80134342	86422113	85955343	89667572	127631990	127631990	126329818	126329818
Grant from UGC	NIL	NIL	5000000	NIL	NIL	5000000	NIL	NIL	NIL	NIL
Fees from Student										
Grant from RUSA	NIL	NIL	10000000	NIL	NIL	8488662	NIL	1478178	4452280	4485529
Others										
Total										

II. Details of different kind of fees received from Students may be mentioned

Fees structure provided

III. Details of capital expenditure incurred by the college in last 5 years

COPY ENCLOSED



IV. Expenditure incurred towards computerization, software development, wi-fi, maintenance of computer, capital assets creation, etc. during the period 2017-22 may be stated. Audited expenditure statement of the period from 2017-18 to 2019-20 and the statement of college accounts of 2020-21 and 2021-22 have been provided.

Whether any teacher or non-teaching staff was on leave for more than 1 year without salary.

: ONE GOVT APPROVED PTT

Whether Annual accounts for the period from 2017-18 to 2021-22 had been prepared by the college? Copy of Accounts may be produced.

: AUDIT FOR 2017-18,18-19,2019-2020 HAS BEEN COMPLETED. AUDIT IS PENDING FOR 20-21,21-22 due to non-appointment of auditor by the DPI .

What is the students admission criteria and procedure. CRITERIA ARE FIXED BY V.U.  
PROCEDURE- ONLINE ADMISSION ON MERIT BASIS.

Who controls the examination system of the college VIDYASAGAR UNIVERSITY

The curriculum norms of the college may please be produced.

UG course is of 6 semesters in three years. PG course is of 4 semesters in two years.

Whether Governing Body of the college was dissolved by the Govt.?

- If so, details may please be furnished.

DISSOLVED BY V.UON 16.1.2017

- Whether due to failure in maintenance of proper maintenance of accounts, state Govt had appointed Administrator to discharge the functioning of the college. In this regard, details may please be furnished.

Vidyasagar University dissolved the Governing Body on 16.01.2017 without informing any reason and appointed the SDO, Kharagpur as the Administrator.

**Audit Query No.04**

**Dated: 05.04. 2023**

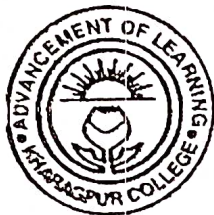
Forwarded to the **Sr. Audit Officer**, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (**both soft & hard copies**) please.



① 06/04/2023

Principal  
Kharagpur College

Principal  
Kharagpur College



# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

Date: 05.04.2023

**Audit Query in connection with Performance Audit (PA) on “GRANTS-IN-AID” (GIA) of Higher Education Department for the period from 2017-18 to 2021-22.**

**Sub: Information relating to ownership of Govt./Govt. Sponsored /Aided Colleges and eligibility criteria for receiving Grant-in-Aid.**

In connection with Performance Audit (PA) on “GRANTS-IN-AID” (GIA) of Higher Education Department for the period from 2017-18 to 2021-22, the following information may please be furnished to audit.

1. Following information regarding Govt./Govt. Sponsored/Aided colleges may please be furnished to Audit at the earliest:

Sl. No.	Name of the college	Whether Govt. Sponsored/ Govt. Aided College	Year of establishment	District in which the college is located	Who is the owner of the college	Nature of ownership of land (freehold/ leasehold)	Total area of land
1	KHARAGPUR COLLEGE	GOVT.AIDED COLLEGE	1949	PASCHIM MEDINIPUR	KHARAGPUR COLLEGE GOVERNING BODY	FREEHOLD	20.58 Acre i) Donated: 13.4 Acre (ii) Acquired: 7.18 Acre

**Out of the total area of 20.58 Acre of land 12.0844 Acre has been recorded by the Land Department of West Bengal.**

Document/proof of ownership of land (Porcha/deed) has been submitted to Audit along with above information.

2. What are the eligibility criteria for obtaining Grants-in-Aids by the Govt. Sponsored/Govt. Aided colleges from the Government?

In this regard, copies of the Acts/Rules/Regulation for granting Grant-in-Aid may please be produced to Audit.

GOVT.OF WEST BENGAL HAS CATEGORIZED KHARAGPUR COLLEGE AS GOVT. AIDED COLLEGE

Received  
By: AAO  
Date: 4.5.23

Kharagpur College is in the 2f and 12B lists of UGC. So the college is eligible for receiving Grants from the UGC and the Govt. of India. Since Kharagpur College is Govt. Aided college, it obtains Salary and other Grants from the West Bengal Government.

AQ No. 05

Date: 05.04.2023

Forwarded to the **Sr. Audit Officer**, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (**both soft & hard copies**) please.

④ 06/04/2023

*Principal*  
Kharagpur College

*Principal*  
Kharagpur College



# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

**Audit Query in connection with Performance Audit (PA) on “GRANTS-IN-AID” (GIA) on  
Higher Education Department of Govt. of W.B.**

**Sub: Seeking information relating to institutional set up and functioning of the College**

In connection with Performance Audit on GIA for the period from 2017-18 to 2021-22,  
following information/records may please be furnished to Audit on priority basis:

1. Date of establishment of the College. 29.08.1949
2. Date of affiliation of the College.: 29.08.1949
3. Date from which the college became Govt. Aided College/Govt. Sponsored college
4. Category wise & Year wise Sanction strength & man in position of Teaching & Non-Teaching staff.

Year	Category of staff	Sanction strength (category wise)	Man In Position (category wise)	Order of pay scale approved by State Govt.
2017-18	Regular Teacher	66	57	COPY ENCLOSED
	Whole Time (CWTT)	01	01	
	Part Time (PTT)	22	23	
	Guest Teacher (GT)	Paid from college fund	17	
	Librarian	2	1	
	NTS Group C	16	6	
	NTS Group D	31	13	
	CASUAL STAFF	Paid from college fund	53	
2018-19	Regular Teacher	66	56	
	Whole Time (CWTT)	01	01	
	Part Time (PTT)	22	23	
	Guest Teacher	Paid from college	27	

Received  
6.4.23  
A-AP  
Bikash Biswas  
Asstt. Audit Officer  
Office of the P. A.G. (Audit-I) W.B.  
Treasury Building, 2, Court Place (West)  
Kolkata-700004

	(GT)	fund		
	Librarian	2	1	
	NTS Group C	16	2	
	NTS Group D	31	12	
	CASUAL STAFF	Paid from college fund	51	
2019-20 (up to 31.12.2019)	Regular Teacher	66	62	
	Whole Time (CWTT)	01	01	
	Part Time (PTT)	22	23	
	Guest Teacher (GT)	Paid from college fund	26	
	Librarian	2	2	
	NTS Group C	16	2	
	NTS Group D	31	11	
	CASUAL STAFF	Paid from college fund	51	
2020-21 (w.e.f. 01.01.2020)	Regular Teacher	66	63	
	SACT	43	43	
	Librarian	2	2	
	NTS Group C	16	1	
	NTS Group D	31	11	
	CASUAL STAFF	Paid from college fund	51	
2021-22	Regular Teacher	66	62	
	SACT	43	43	
	Librarian	2	2	
	NTS Group C	16	0	
	NTS Group D	31	8	
	CASUAL STAFF	Paid from college fund	50	

Audit Query No. 6

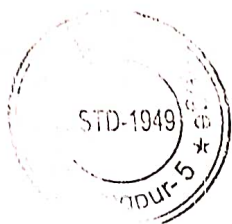
Date: 05.04.2023

Forwarded to the, Sr.Audit Officer, O.O. the Principal A. G. (Audit- 1), W.B. Email id: [ansarym.wbl.sca@cag.gov.in](mailto:ansarym.wbl.sca@cag.gov.in), Mob no. 8777526860, for kind information and necessary action please (copy enclosed)

④ 06/04/2023

Principal  
Kharagpur College

Principal  
Kharagpur College





# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

Date: 05.04.2023

**Audit Query in connection with Performance Audit (GIA) on Higher Education Department, Govt. of West Bengal for the period from 01.04. 2017 to 31.03.2022.**

**Sub: Information relating to 'Collection of fees, Management Committee and transfer policy during the year from 2017-18 to 2021-22.**

In connection with Performance Audit on GIA for the period from 2017-18 to 2021-22, following information/records may please be furnished to Audit on priority basis:

1. Whether any College Management Committee was formed, if yes,
  - i) Date of formation of Committee : 02/11/2017
  - ii) Names and designations of each member. How were they appointed?  
:- COPY ENCLOSED
  - iii) What is the selection process as per law and rules?  
:- President & Two member are nominated by the Govt. of W.B, One member is nominated by the WBSCH, Two member are nominated by Vidyasagar University, Three members are Selected/elected by the Teachers Council of Kharagpur College & One member is Selected/elected by Non-Teaching staff of the college
  - iv) What are the powers and responsibilities?  
:- Governing Body is all in all in running the college smoothly. The GB follows the norms and directions of the UGC, statute and directions of the affiliating University and the Govt. orders and rules.
  - v) Meetings held may please be given in the following format :(Minutes of the meeting to be submitted)

Sl. No.	Year	No. of meetings to be held as per norms	No. of meetings actually held	Reasons for shortfall, if any
1	2017-18	04	06	NA
2	2018-19	04	04	NA
3	2019-20	04	08	NA
4	2020-21	04	04	NA
5	2021-22	04	04	NA



Received  
6.4.23  
A.A.0 Bikash Biswas  
Asstt. Audit Officer  
Office of the Pr. A.G. (Audit-I) W.B.  
Treasury Building, 2, Govt. Place (West)  
Kolkata-700001

2. Information related to collection of different fees may please be furnished:

Sl. No.	Year	Type of fees	Rate of fees category wise	No. of students Category wise	Fees collected category wise	Total fees collected	Fees remitted to Govt. Account
1	2017-18	COPY ENCLOSED					1514381
2	2018-19						1501081
3	2019-20						1370925
4	2020-21						184458
5	2021-22						1820602

3. Professors details (Regular/CWTT/PTT etc.) may please be shown in the following format:

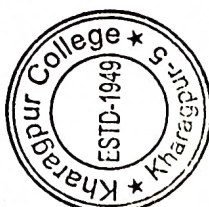
	Year	Name of the Professors as on 01.01.2017	Date of joining to this college	Date of transfer from this college	Date of joining to this college during 2017-18 to 20-22
1	2017-18	COPY ENCLOSED			
2	2018-19				
3	2019-20				
4	2020-21				
5	2021-22				

Sl. No.	Year (Academic)	Name of professors joined during the year	Date of joining	Date of transfer
2	2017-18	Nil		
3	2018-19	Dr. Subhra Mishra	09.04.2019	
4	2019-20	Sk. Anisur Rahman	12.09.19	
5	2019-20	Sk. Najibul Hossen	12.09.19	
6	2019-20	Miss Shreyasi Roy	24.09.19	
7	2019-20	Miss Anjana Mondal	01.11.19	
8	2019-20	Dr. Samir Kumar Giri,	11.12.19	
9	2019-20	Sri Mihir Das	21.12.19	
10	2019-20	Sri Amit Roy	11.03.20	
11	2020-21	Dr. Sumit Kumar Roy,	31.07.20	
12	2020-21	Sri Kaleswar Barman	03.11.2016	05.03.2021
13	2021-22	Sandip Tripathi (SACT)		10.07.2021

**Audit Query No. 07**

**dated: 05.04.2023**

Forwarded to the Sr. Audit Officer, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (both soft & hard copies) please.



(6)

06/04/2023

Principal

Kharagpur College

Principal

Kharagpur College

\* KDs submitted in AQ No. 7

E-mail: kharagpurcollege@gmail.com

☎ : 9474447501 ☎ : 9474384852  
Website: www.kharagpurcollege.ac.in



# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

Date: 05.04.2023

Audit Query in connection with Performance Audit on “GRANTS-IN-AID” (GIA) for the period from 2017-18 to 2021-22.

Sub: Information regarding revision of tuition fees and construction of college buildings.

A. Information/reply of the following queries regarding Tuition Fees may be furnished to Audit:

1. Details of time-to-time revision of tuition fees of the college during the period from 2017-18 to 2021-22 have been furnished to Audit. ✕
2. Whether the revised tuition fees were approved by the Governing Body (GB). If yes, please provide the copies of the minutes of the meetings and approval of the GB. Documents provided.
3. Whether approval of the Department of Higher Education regarding the revised tuition fees of the college were taken on each occasion. If yes, please provide copies of the government approval. If not, reasons thereof may be stated to Audit.

Tuition Fees are fixed by the HED, Govt. of West Bengal only and the Department has not revised the Tuition Fees during the period from 2017-18 to 2020-21. However, the Governing Body of the college is the sole authority to revise other Fees of the students. Hence approval of the HED regarding other Fees is not required.

B. Information/reply of the following queries regarding construction of college buildings may be furnished to Audit:

1. Details of construction of college buildings out of the own fund of college during the period from 2017-18 to 2021-22 furnished to Audit in following format: NIL

Year	Name of the construction work	Total cost of the construction work	Remarks
2020-21	Construction of Girls' Toilet and Extension of Boys' Toilet	Rs. 11,46,216	Constructed out of own fund of the college

Received  
6.4.23  
AAO Bikash Biswas  
Asstt. Audit Officer  
Office of the Pr. A.G. (Audit-I) W.B.  
Treasury Building-2, Govt. Place, Kolkata-700001



2. Whether the construction of college buildings and expenditure from college own fund were approved by the Governing Body (GB). If yes, please provide the copies of the minutes of the meetings and approval of the GB.  
**The Governing Body approved the construction of Girls' Toilet and renovation and extension of the Boys' Toilet from the own Fund of the college vide GB Resolution dated 08.08.2019.**
3. Whether any proposal for construction of buildings in recent years were approved by the Governing Body of the college? If so, copy of the Minutes of the GB meeting may be furnished. **Not Applicable**
4. Whether any major repair works was done from own funds of the college building? If so, amount incurred for the purpose may be furnished in detail. Copy of the Minutes of the GB meeting may be furnished. **Not Applicable**
5. Whether approval of the Department of Higher Education regarding the construction of college buildings were taken on each occasion. If yes, please provide copies of the government approval. If not, reasons thereof may be stated to Audit. **Not Applicable**

**Audit Query No. 08**

**dated: 05.04.2023**

Forwarded to the **Sr. Audit Officer**, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (**both soft & hard copies**) please.



(62) 06/04/2023  
Principal  
Kharagpur College  
Principal  
Kharagpur College



# KHARAGPUR COLLEGE

## KHARAGPUR

ESTD. : 1949

P.O.– Inda, Kharagpur, Municipality– Kharagpur, Sub-Division– Kharagpur,  
P.S.– Kharagpur (T), Dist.– Paschim Medinipur, West Bengal, PIN– 721305.

Date: 05.04.2023

Audit Queries in connection with Performance Audit (GIA) on Higher Education Department, Govt. of West Bengal for the period from 01.04.2017 to 31.03.2022.

Sub : Regarding grants from Rastriya Uchchatar Shiksha Abhiyan (RUSA) as well as from UGC

The following information related to RUSA for the period from 01.04.2017 to 31.03.2022 may please be furnished to Audit with supporting documents/relevant records.

1. Please furnish the details of the project for which RUSA fund was sought for. DPR is provided.
2. Whether any Bank Account had been opened for the transaction purpose of RUSA fund. Details of the Bank Account may be furnished to Audit.
3. Details of balance of the Bank Account as on 31.03.2017 may be furnished in the following format:

Bank A/c No. and type of the Bank Account	Fund received up to 31.03.2017	Interest accrued, if any, up to 31.03.2017	Expenditure incurred up to 31.03.2017	Balance as on 31.03.2017	Whether UC submitted. If yes, amount of UC
N.A.	NIL	NIL	NIL	NIL	NIL

4. Details of RUSA fund received during 2017-18 to 2021-22 may be furnished in following format:

Year	Scheme Name/ Purpose/ Component	Instalment No.	Amount Sanctioned/received (Rs.)		G.O. No. & Date	Amount Utilized (Rs.)	Physical progress	Whether UC submitted. If yes, amount of UC
	RUSA 2.0 COMPONENT 9		Central Share(%)	State Share(%)				
2018-19		1	10000000		173-EH/RUSA-240/18/COMP-9 Dtd.01.08.2018			Rs. 10000000
2021-22		2	4096508		278/1-EH/RUSA2.0-255/18(Comp-9) Dtd.15.09.2021			
2021-22		3	355872		362-EH/RUSA-2.0-255/18 Dtd.23.11.2021	14452369	95%	Rs. 14452369
2018-2021		BANK INTEREST & BALANCE	579282		24.7.2018-29.1.2022			TRANSFERRED TO WBSCHS AS PER INSTRUCTION OF RUSA HED WB

Received  
6.4.23  
Asst. Audit Officer  
Bikash Biswas  
Office of the Pr. A.G. Audit, W.B.  
Sun Building, 2, Govt. Place (West)  
Kolkata-700001



\*\*\* Total Approved Allocated Amount under RUSA 2.0 is Rs. 200,00,000. Balance amount is not yet received. DUE TO UNAVAILABILITY OF THE BALANCE AMOUNT, ELECTRICAL & PLUMBING WORK COULD NOT BE DONE IN THE NEWLY CONSTRUCTED CLASS ROOMS AND THE CLASS ROOMS ARE REMAINING UNUTILIZED FOR MORE THAN ONE YEAR. PROCUREMENT OF BOOKS & EQUIPMENT OUT OF RUSA GRANT IS ALSO PARTLY DONE.

5. Details of UGC fund received during 2017-18 to 2021-22 may be furnished in the above format. If not received, the reasons thereof.

Year	Scheme Name/ Purpose/ Component	Instalment No.	Amount Sanctioned/received (Rs.)	G.O. No. & Date	Amount Utilized (Rs.)	Physical progress	Whether UC submitted. If yes, amount of UC
2018- 2019	SPORTS INFRASTRUCTURE (PROJECT-1) SWIMMING POOL	II	50,00,000	WSI- 033/10-11 ERO ID No. WV6- 009 Dated 19.12.2018	Rs. 1,62,44,736.	Completed	UC of the Total sanctioned amount of Rs. 100,00,000 has been submitted. Total Expenditure is Rs. 1,62,44,736. The additional expenditure has been spent from the own fund of the college. So, it is not informed to the HED, Govt. of West Bengal
	SPORTS INFRASTRUCTURE (PROJECT-2) INDOOR SPORTS HALL		Approved Allocated Amount Rs. 70,00,000 Sanctioned Amount 35,00,000	WSI- 033/10-11 ERO ID No. WV6- 009 Dated 18.03.2011	Rs.1,82.34.45 5	Completed	UC of the Total Expenditure of Rs.1,82.34.455 has been submitted to UGC (ERO) on 31.07.2020. However, only Rs.35,00,000 (1 <sup>st</sup> Installment) out of the total approved Allocation of Rs. 70,00,000 has been received from the UGC. The college has not yet received the balance Amount of Rs. 35,00,000.
	SPORTS INFRASTRUCTURE SPORTS EQUIPMENT		Approved Allocated Amount Rs. 5,00,000 Sanctioned Amount 2,50,000	WSI- 033/10-11 ERO ID No. WV6- 009 Dated 18.03.2011	Rs.5,12,000	Completed	UC of the Total Expenditure of Rs.5,12,000 has been submitted to UGC (ERO) on 31.07.2020. However, only Rs.2,50,000 (1 <sup>st</sup> Installment) out of



							the total approved Allocation of Rs. 5,00,000 has been received from the UGC. The college has not yet received the balance Amount of Rs. 2,50,000.
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Audit Query No. 09

dated: 05.04.2023

Forwarded to the **Sr. Audit Officer**, O/o the Pr. A.G. (Audit-I), W.B. for kind information and necessary reply along with all supporting documents/records (both soft & hard copies) please.

62 06/04/2023

*Principal*  
Kharagpur College

*Principal*  
Kharagpur College





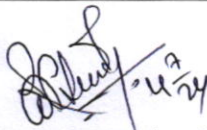
Ref. No. VU/IC/KC/223/2024

Date : July 04, 2024

TO WHOM IT MAY CONCERN

This is to certify that, KHARAGPUR COLLEGE, PO – Inda, Khargpur, Dist. – Paschim Medinipur, Pin – 721305, West Bengal is affiliated to Vidyasagar University since 1985 and recognized by the University Grants Commission under section 2 (f) and 12B of the UGC Act, 1956. The college has submitted the yearwise Academic Audit Report in the prescribed format authorized by the Vidyasagar University as follows :

Academic Year	Date of Submission
2018-2019	05.03.2020
2019-2020	15.09.2021
2020-2021	09.06.2022
2021-2022	25.08.2023
2022-2023	03.06.2024

  
(Dr. Avijit Roychoudhury)  
INSPECTOR OF COLLEGES.  
**Inspector of Colleges,  
Vidyasagar University  
Midnapore-721102**



**Format for Institute Academic and Administrative Audit**

**Name of the Institute : Kharagpur College**

**Date : 28/04/2023**

**Name, Designation and Address of Academic & Administrative Audit Experts:**

1. Dr. Mantu Kumar Das, Principal, Rbindra Satabarshiki Mahavidyalaya, Ghatal
2. Dr. Asis Kumar Dandapat, Principal, Hijli College, Hijli, Kharagpur



**Members of Staff Present:**

1. J. Pramanik, IQAC Co-ordinator.
2. Mahadev Mukhopadhyay Bursar,
3. S. Chakrabarti; Associate professor in Economics
4. Tannu K. Ray; Associate Professor in Economics

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Curriculum and syllabus are designed by the affiliating University. But, teachers of the college submit their necessary feedback to the IQAC and same is forwarded to the University. Apart from this, teachers participate in the workshops organized by the University for amendment of the syllabus from time to time.	



	Contents of the Curriculum	Yes	BA/BSC/BCom Hons & General in 16 Hons subjects, 3 General and M.A. in Bengali, English and History taught under CBCS	
	Validation done	Yes		
	IDC / EDC	Yes	AECC (MIL), AECC( Environmental Studies) and different certificate courses like, Yoga, Green Audit, Mushroom cultivation, Basic Computer and Microsoft office etc. For the PG Program, inter disciplinary courses are to be chosen in 2 <sup>nd</sup> and 3 <sup>rd</sup> semester.	
	Credits allotted / distribution – logic	YES	Each UG (Honours) course = 142 credits. Each UG (General) courses = 122 credits Each PG (Arts) courses = 84 credits <b>Logic:</b> Core Course (CC), Discipline Specific Elective (DSE), Generic Elective(GE) courses are of 6 (six) credit each and Ability Enhancement Compulsory Courses (AECC) & Skill Enhancement Course (SEC) are of 2 (two) credits each excluding Environmental Studies (ENVS) which is of 4 (four) credits.	



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<b>Curriculum Transaction</b>	Teaching methods & teaching aids	Yes	Along with the conventional chalk & talk methods, teachers also used ICT enabled teaching aids (LCD projectors, interactive boards, smart classroom, models etc.) for teaching.	
	E-learning modules	Yes	Study materials and modules prepared by the teachers are regularly uploaded in the college webpage for the benefit of the students. Also, reference books and e-study materials (webpage link, Youtube link, NPTEL, MOOC, SWAYAM etc.) are provided to the students. IQAC ensured the students and teachers the access of online Library facilities through their N-LIST accounts.	
	Project work UG/PG	YES	AECC (Environmental Studies) project work is compulsory for all 2 <sup>nd</sup> semester students of B.A./B.Sc./B.Com. Hons & General. Following UG/PG courses included experiential learning through project work/field work. <ol style="list-style-type: none"> <li>1. B.Sc. Honours in Botany</li> <li>2. B.Sc. General in Botany</li> <li>3. B.Sc. Hons in Economics</li> <li>4. B.Sc. Hons in Geography</li> <li>5. B.Sc. Hons in Zoology</li> <li>6. B.A. Hons in Bengali</li> <li>7. B.A. Hons in Political Science</li> <li>8. M.A. in Bengali</li> <li>9. M.A. in English</li> </ol>	



	Internal assessment – components – Uniqueness	Yes	All the departments conduct two internal assessments of ten marks for each paper as a part of the university prescribed examination pattern. This is a continuous process which helps the institution to monitor student progress and ensure an effective delivery of the curriculum.	
	Student support – remedial coaching	Yes	Each department takes sincere initiatives to assess the learning levels of students 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. Special classes are also arranged for advanced learners.	
	Parents meeting – evaluation of student's progress	Yes	Parent- teacher meetings are regularly conducted by the academic departments to make the parents aware of their wards progress. During the meeting, suggestions are also sought from the parents regarding improvement of the teaching learning process.	
	Feedback from students	Yes	For quality improvement of the teaching learning process, students' feedback on teachers' performance are taken through online mode after completion of the last internal assessment in each semester.	



	Steps taken on the feedback	Yes	After collecting the feedback through online mode from the students, these are preserved in the college server. Each student provides their feedback about institutional facility, on curriculum and teaching quality of individual teachers. These feedbacks are collated, analyzed by the standard software and the item wise output is converted into bar diagrams on a ten-point scale, and the same is intimated to the teacher concerned by the principal at a convenient time. Looking at these bar diagram, the teachers can assess themselves and can fetch necessary changes in his/her pedagogic style for the betterment of the students and entire academic system	
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	Total No of Programmes	16 Honours, 3 General and 3 PG Programmes		
	Total No. of Students	3778	1 <sup>st</sup> Year- 1563 2 <sup>nd</sup> Year- 1301 3 <sup>rd</sup> Year- 914	
	Total No. of Faculty Members	105	Substantive-63 against 66 sanctioned posts. SACT- 42	
	Total No. of Librarians	02		
	Total No. of NTS	55	Permanent -6 Casual - 49	



<b>Faculty Profile (2021-22)</b>	Projects completed / on going	Yes	NIL	
	Seminars / conferences attended	Yes	The teachers regularly attend national and international seminars/conferences etc. and many of them present research papers and invited lectures.	
	Papers / articles / books Published outstanding five publications from Social Science/ Science/ Commerce/and others	Yes	<p>Research paper Published: 34, Book publishes: 10.</p> <p><a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lk03WG83RldWUDZZc0RsN3JEVDZmQnc9PSIsInZhbnVlIjoiSUxLcT M1Z21zTmM1VC9SZkRnQU1NemRrYTVUKzdvdDdxMG9pWXo0anc3WHR6dlZxMkI6N1g5VjI1WXlkVXlBMCIslm1hYyI6ImIxYzg5MWY3MwIyYmNlMjNiYmNiM2JlOTA1OGE0NDc1OGVhNjIhYmJjYjE4MDE3ZDdkNGE1MDA4YTE1NzNhYTMiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lk03WG83RldWUDZZc0RsN3JEVDZmQnc9PSIsInZhbnVlIjoiSUxLcT M1Z21zTmM1VC9SZkRnQU1NemRrYTVUKzdvdDdxMG9pWXo0anc3WHR6dlZxMkI6N1g5VjI1WXlkVXlBMCIslm1hYyI6ImIxYzg5MWY3MwIyYmNlMjNiYmNiM2JlOTA1OGE0NDc1OGVhNjIhYmJjYjE4MDE3ZDdkNGE1MDA4YTE1NzNhYTMiLCJ0YWciOiIifQ==</a></p> <p><a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkpzb9xamlK3FRcGhraGhKNWRRMlE9PSIsInZhbnVlIjoidFNEYTZ4OTZrUUNCdjdUZVN3WmdlMmQybTVFQWR2MGZNMHp4Q2NGOVZrUUZXYTI6YktWSEhiL0syM1RFUE52UyIsIm1hYyI6ImNDI1NTBhZjQyN2UwNmQ0ZDAzN2Y0MGM1OTA4NjkyOGI2YzU3N2M5MWY1NzY4YzQxOWY3ZDM1NGEwMWEzMdA1LCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkpzb9xamlK3FRcGhraGhKNWRRMlE9PSIsInZhbnVlIjoidFNEYTZ4OTZrUUNCdjdUZVN3WmdlMmQybTVFQWR2MGZNMHp4Q2NGOVZrUUZXYTI6YktWSEhiL0syM1RFUE52UyIsIm1hYyI6ImNDI1NTBhZjQyN2UwNmQ0ZDAzN2Y0MGM1OTA4NjkyOGI2YzU3N2M5MWY1NzY4YzQxOWY3ZDM1NGEwMWEzMdA1LCJ0YWciOiIifQ==</a></p>	



FDP / RC / OC / Training Program / Workshop	Yes	15 teachers attended. <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6InVzYXpWazFrMUZ2b1F6SVlkZ3ZvZ3c9PSIsInZhbHVlIjoieEZCb1NNMFF1MmRtWHJPbTlCbzduSFpZQXZ6TWJXLy83V0tqNFRJTzQvNmwxZTdDNHdkWDdmS kh0R0hDdXNlVylslm1hYyl6lmVkJTFkN2IxZjFmZThiOThkNTc1NzBkZjQyM2Y3NjI4YWVjOGUxNjlmNTMxYmQ3ZDY5NDE4NGUzMWYwYmMyYjciLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6InVzYXpWazFrMUZ2b1F6SVlkZ3ZvZ3c9PSIsInZhbHVlIjoieEZCb1NNMFF1MmRtWHJPbTlCbzduSFpZQXZ6TWJXLy83V0tqNFRJTzQvNmwxZTdDNHdkWDdmS kh0R0hDdXNlVylslm1hYyl6lmVkJTFkN2IxZjFmZThiOThkNTc1NzBkZjQyM2Y3NjI4YWVjOGUxNjlmNTMxYmQ3ZDY5NDE4NGUzMWYwYmMyYjciLCJ0YWciOiIifQ==</a>	
Preparation of E-learning materials / Content	Yes	Study materials and modules prepared by the teachers are regularly uploaded in the college webpage for the benefit of the students. Also, reference books and e-study materials (webpage link, Youtube link, NPTEL, MOOC, SWAYAM etc.) are provided to the students. IQAC ensured the students and teachers the access of online Library facilities through their N-LIST accounts.	
Acted as resource persons	Yes	Eight teachers acted as resource persons in different national level seminars in the college and University levels.	
M.Phil. & Ph. D awarded	Yes	PhD: 44, M.Phil: 20 Four teachers obtained PhD degree in 2021-22	



<b>Profile of Students (2021-22)</b>	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	15305:2009 = 7.61:1	
	Students' involvement in extra-curricular & Co-curricular activities	Yes	1075 students involved.	
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	1851 students participated. <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lmtsNUdWV2Ziem9rM3ZrenZJcWNDSVE9PSIsInZhbHVlIjoY1NjRTJqUHB2QXNQOGFVZTBYSjFMSzBqOGc5TkxkZGhzN2JPc3NtNXI1TUFEdG1pQ3BYUzZuUFIKc1VzM0FoSSIsIm1hYyI6IjY3NTFiMDY3NzVhZTE3NzdiYTcyNTIwM2RiYzcxZjg3NTg5YTk2ZTM3MjdmYjZiZTkxNTBkNjllNmU5NGQ1ZGEiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lmtsNUdWV2Ziem9rM3ZrenZJcWNDSVE9PSIsInZhbHVlIjoY1NjRTJqUHB2QXNQOGFVZTBYSjFMSzBqOGc5TkxkZGhzN2JPc3NtNXI1TUFEdG1pQ3BYUzZuUFIKc1VzM0FoSSIsIm1hYyI6IjY3NTFiMDY3NzVhZTE3NzdiYTcyNTIwM2RiYzcxZjg3NTg5YTk2ZTM3MjdmYjZiZTkxNTBkNjllNmU5NGQ1ZGEiLCJ0YWciOiIifQ==</a>	
	Achievements	Yes	12 students have received recognition from different Government/ government recognized bodies <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkd0cUordHd1U3pieW4vTW1xWUzSGc9PSIsInZhbHVlIjoY1NjRTJqUHB2QXNQOGFVZTBYSjFMSzBqOGc5TkxkZGhzN2JPc3NtNXI1TUFEdG1pQ3BYUzZuUFIKc1VzM0FoSSIsIm1hYyI6IjY3NTFiMDY3NzVhZTE3NzdiYTcyNTIwM2RiYzcxZjg3NTg5YTk2ZTM3MjdmYjZiZTkxNTBkNjllNmU5NGQ1ZGEiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkd0cUordHd1U3pieW4vTW1xWUzSGc9PSIsInZhbHVlIjoY1NjRTJqUHB2QXNQOGFVZTBYSjFMSzBqOGc5TkxkZGhzN2JPc3NtNXI1TUFEdG1pQ3BYUzZuUFIKc1VzM0FoSSIsIm1hYyI6IjY3NTFiMDY3NzVhZTE3NzdiYTcyNTIwM2RiYzcxZjg3NTg5YTk2ZTM3MjdmYjZiZTkxNTBkNjllNmU5NGQ1ZGEiLCJ0YWciOiIifQ==</a>	

<b>Infrastructure in the Institute</b>	No. of class rooms	Yes	There are 38 classrooms, out of which four are smart classrooms. The institution has 1 auditorium, 5 Seminar Rooms and 7 computer laboratories.	
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No. of laboratories	Yes	There are total 21 science laboratories for the departments of Botany (2), Chemistry (3), Physics (7), mathematics (2), commerce (1), Geography (1), physiology (1), Zoology (3) and BCA & Computer science (2).	
No. of computers – for teachers	Yes	26	
No. of computers – for students	Yes	167	
No. of computers – research scholars	Yes	02	
No. of instruments	Yes		



<b>VI.0 Activities of the Institute</b>	MoUs signed	Yes	05 <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lIFDYmNEcklkRDkxRFd5WVhvTFhuQWc9PSIsInZhbHVlIjoIMDg0ZFItSnNVL2lvc29GMnV4aElkVDE2SlhZWThkMTd3d1djeVJ5ZEtzeGkzcmNPUjZXA3glNHczSTFuMC95NSIsIm1hYyI6IjY0Njk4ZWVjMTdjMWM4ZWQ0OWNkM2UzM2U1YjcwNTM2ZGYzZWEzNWQ5ZWYxYWNiNThmMmU4NzRIOTIiY2FhMjciLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lIFDYmNEcklkRDkxRFd5WVhvTFhuQWc9PSIsInZhbHVlIjoIMDg0ZFItSnNVL2lvc29GMnV4aElkVDE2SlhZWThkMTd3d1djeVJ5ZEtzeGkzcmNPUjZXA3glNHczSTFuMC95NSIsIm1hYyI6IjY0Njk4ZWVjMTdjMWM4ZWQ0OWNkM2UzM2U1YjcwNTM2ZGYzZWEzNWQ5ZWYxYWNiNThmMmU4NzRIOTIiY2FhMjciLCJ0YWciOiIifQ==</a>	
	Consultancy	Yes	NIL	
	Collaborations	Yes	05 <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lIFDYmNEcklkRDkxRFd5WVhvTFhuQWc9PSIsInZhbHVlIjoIMDg0ZFItSnNVL2lvc29GMnV4aElkVDE2SlhZWThkMTd3d1djeVJ5ZEtzeGkzcmNPUjZXA3glNHczSTFuMC95NSIsIm1hYyI6IjY0Njk4ZWVjMTdjMWM4ZWQ0OWNkM2UzM2U1YjcwNTM2ZGYzZWEzNWQ5ZWYxYWNiNThmMmU4NzRIOTIiY2FhMjciLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lIFDYmNEcklkRDkxRFd5WVhvTFhuQWc9PSIsInZhbHVlIjoIMDg0ZFItSnNVL2lvc29GMnV4aElkVDE2SlhZWThkMTd3d1djeVJ5ZEtzeGkzcmNPUjZXA3glNHczSTFuMC95NSIsIm1hYyI6IjY0Njk4ZWVjMTdjMWM4ZWQ0OWNkM2UzM2U1YjcwNTM2ZGYzZWEzNWQ5ZWYxYWNiNThmMmU4NzRIOTIiY2FhMjciLCJ0YWciOiIifQ==</a>	
	Association Meetings	Yes	02	
	Guest lectures	Yes		



	Conference / Seminar / Workshop conducted	Yes	12 conference/seminar conducted. <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6InlyNEVndk5vTzBDOHk1TWxXRDRwakE9PSIsInZhbHVlIjojZkJOVnpDVzF4R3VRU3lOZHlpZGVhRytkd0JnaFJNSHVkRnFFZ0ZqTmJwNC8wWFFibTloQ2RXOVU3djNYNHVabSIsIm1hYyI6IjEwOGQ3MTNkMzY4NmM5YTk2NDAzMDE5MTZmNzA1OGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDEzMGEzODEiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6InlyNEVndk5vTzBDOHk1TWxXRDRwakE9PSIsInZhbHVlIjojZkJOVnpDVzF4R3VRU3lOZHlpZGVhRytkd0JnaFJNSHVkRnFFZ0ZqTmJwNC8wWFFibTloQ2RXOVU3djNYNHVabSIsIm1hYyI6IjEwOGQ3MTNkMzY4NmM5YTk2NDAzMDE5MTZmNzA1OGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDEzMGEzODEiLCJ0YWciOiIifQ==</a>	
	Extension Activity	Yes	18 numbers of extension activities conducted by the institution. <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6In5N0toUFARnMtVFdCR2dEV1YvTnc9PSIsInZhbHVlIjojTFpPYndwV2RUckV1a0hvdDB6U1RDcjIyN3oxRWd2R3QvMGhBTXo0bEh4MkNHamp5bE0vMVdJQzJQTTFyazQxSyIsIm1hYyI6IjYyNjY3OGM2NjBkOGQ3YmQyZjA3YjIzYzY5YzkyNmZlYzRmZDRkZWNIbGZkZWZlMDE5MTZmNzA1OGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDEzMGEzODEiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6In5N0toUFARnMtVFdCR2dEV1YvTnc9PSIsInZhbHVlIjojTFpPYndwV2RUckV1a0hvdDB6U1RDcjIyN3oxRWd2R3QvMGhBTXo0bEh4MkNHamp5bE0vMVdJQzJQTTFyazQxSyIsIm1hYyI6IjYyNjY3OGM2NjBkOGQ3YmQyZjA3YjIzYzY5YzkyNmZlYzRmZDRkZWNIbGZkZWZlMDE5MTZmNzA1OGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDEzMGEzODEiLCJ0YWciOiIifQ==</a>	
	Interaction with Industry / Research Centers / Educational Institutions	Yes	05 numbers of collaborations has been made. <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IkpMWnhtREM5bzN4ck5ocktoMHI0ckE9PSIsInZhbHVlIjojVFZ3c1ZSUjBHejk4MS90bnR1SUUVKVUh3ZXJvQXBGMGhnczJsWG5ndWhTaVIDTmtFNGR0WjIjRzA3dHVYV0JmeCIsIm1hYyI6IjEwOGQ3MTNkMzY4NmM5YTk2NDAzMDE5MTZmNzA1OGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDEzMGEzODEiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IkpMWnhtREM5bzN4ck5ocktoMHI0ckE9PSIsInZhbHVlIjojVFZ3c1ZSUjBHejk4MS90bnR1SUUVKVUh3ZXJvQXBGMGhnczJsWG5ndWhTaVIDTmtFNGR0WjIjRzA3dHVYV0JmeCIsIm1hYyI6IjEwOGQ3MTNkMzY4NmM5YTk2NDAzMDE5MTZmNzA1OGQ3NGM1Mjg1ODlhNzMxNjI5YzRIYzU0ZDc4MDEzMGEzODEiLCJ0YWciOiIifQ==</a>	

	Newsletters / Magazine	Yes	NIL	
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	Placement	Yes	<p>Kharagpur college has an active career counselling &amp; placement cell. Training for competitive examinations, on-campus placement drive, internship program, different skill enhancement courses, job fair etc are organized by this cell. During 2021-22 session, 12 students have been placed in different organizations.</p> <p><a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkx5bk1LSkhpc3VOOFIjZkl1YjFqNWc9PSIsInZhbHVlIjoieSEJuU0pPRVJJSGxjM0Z5SVY3b0Z5aXlzY09wcHR3cmRmb0srNjUxNVdqd3BRRVhqTEYyY0NH12VkbDdAxTCIsIm1hYyI6IjMyZmJlMDU5NmZmNDQ2NmNkM2VINWU2MmVIOTUwYjM0MjVlNDliNzRkZmMwMDFjOGYyZmZiOTNhZjcyNGQyNDEiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6lkx5bk1LSkhpc3VOOFIjZkl1YjFqNWc9PSIsInZhbHVlIjoieSEJuU0pPRVJJSGxjM0Z5SVY3b0Z5aXlzY09wcHR3cmRmb0srNjUxNVdqd3BRRVhqTEYyY0NH12VkbDdAxTCIsIm1hYyI6IjMyZmJlMDU5NmZmNDQ2NmNkM2VINWU2MmVIOTUwYjM0MjVlNDliNzRkZmMwMDFjOGYyZmZiOTNhZjcyNGQyNDEiLCJ0YWciOiIifQ==</a></p>	
	Financial Audit	Yes	<p>Statutory Audit has been done by Government nominated Auditor up to the FY 2020-2021. State Government has not yet assigned any Auditor for the FY 2021-22 and 2022-23.</p>	
	No. of Governing Body Meetings held during the current session	4		



**Please comment on SWOC Analysis: (250 Words)**

**Strength:**

- (i) Well qualified and motivated teachers ii) Meritorious and obedient students
- iii) Motivated laboratory assistants iv) Departmental library and reading room v)
- Conducive teacher-student relationship vi) Internet connection in the department

**Weakness:**

**Opportunities:**

**Challenges:**

**Best Practice (s) / Innovations of the Institute:**

**(i) Best Practice 1**

(ii) *Title of the Practice:*

- (iii) STUDENT CENTRIC STRATEGIES TO ENSURE AN EFFECTIVE TWO-WAY TEACHING-LEARNING MECHANISM KEEPING PACE WITH THE OUTCOME BASED EDUCATION

**(iv) Best Practice 2**

(v) *Title of the Practice:*

- (vi) Conducting Students mentoring and counselling program with their parents/guardians during normal period and lockdown period.



<https://www.kharagpurcollege.ac.in/assets/Pdf/NAAC/>

**BEST-PRACTICES-2021-22.pdf**

**Future Plans of the Institute: (250 Words)**

- To encourage faculty members of all departments for smooth conduction of mentoring & parents- teachers and studentseminar and to conduct different skill enhanced courses.
- To encourage the students for submitting feedback on teachers and on the different facilities of the institution.
- More number of National and International seminars and webinars to be organised by different departments.
- Arrangement of special classes for slow and advanced learned in the departmental routine.
- To conduct more number of certificate course on skil enhancement.
- Organization of events related to research methodology and entrepreneurship
- Organization of events related to career counselling of students for higher education and job opportunities
- Organization of training programmes, internship for students
- Organization of training programmes for non-teaching staff
- Implementation of ICT facilities in a greater number of classrooms
- Construction of two computer laboratory for Mathematics and Commerce department according to their CBCS syllabus.
- Hostel facilities for students in the college campus Sending proposals for financial assistance related to renovation of the existing building and purchasing equipment for lab-based department and Computer and related accessories for office and all the departments.

(b)

Signature of the Principal with Seal

**Principal  
Kharagpur College**



and

Signature of the Academic & Administrative Audit Experts *M.K. Das 28.4.2023*

**DR. ASIS KUMAR DANDAPATI  
Principal  
HIJLI COLLEGE  
Kharagpur-721306**

**Principal,  
Ghatal Rabindra Satabarsiki  
Mahavidyalaya, Ghatal**



Kharsabur College  
Principal

Principal

Mahavidyalaya, Chhatral  
Chhatral Rspindia Sataparsiki  
Principal