INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 1)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF
HAZI A. K. KHAN COLLEGE
C-7073

Hariharpara
West Bengal
742166

26-07-2024 05:07:27
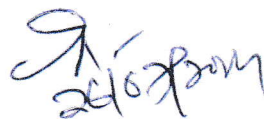
Section I:GENERAL INFORMATION

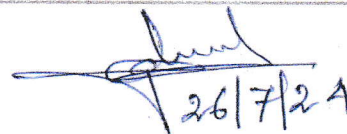|		
1.Name & Address of the institution:	HAZI A. K. KHAN COLLEGE Hariharpara West Bengal 742166	
2.Year of Establishment	2008	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	1	
Departments/Centres:	10	
Programmes/Course offered:	9	
Permanent Faculty Members:	11	
Permanent Support Staff:	8	
Students:	1587	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Imparting education to underprivileged and empowerment of women 2. Promoting and showcasing local ghamchha industry in rural area 3. Collaborative efforts with society	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 25-07-2024 Visit Date To : 26-07-2024	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. SK ISHTIAQUE AHMED	Registrar,Maulana Azad National Urdu University
Member Co-ordinator:	DR. GYANENDRA KUMAR ROUT	Professor,Indira Gandhi National Tribal University Amarkantak
Member:	DR. RATAN JOSHI	FormerPrincipal,MAHARANA PRATAP GOVERNMENT PG COLLEGE CHITTORGARH
NAAC Co - ordinator:	Dr. N R Mohan	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

	Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)
1.1	Curricular Planning and Implementation
1.1.1 QlM	**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*
1.4	Feedback System

Qualitative analysis of Criterion 1

Hazi A. K. Khan College is a grants-in-aid State Government sponsored College situated at Hariharpara, a rural block in Murshidabad district in West Bengal, catering to the higher educational needs of the area. The college was established in 2008 with the vision of providing higher education opportunities to the local population, particularly girls, who previously had limited access to further education.

The college is affiliated to University of Kalyani and is recognized under section 2f by UGC in 2023. Its purely a rural college. Over the years the college has consolidated its position as a premier academic institution in the vicinity. Presently the college has 10 departments out of which 09 major courses and 10 minor courses. The college offers various add-on courses to enhance students' career prospects. It also offers certificate courses on basic computer training, Yoga, Spoken English, Tailoring and self-defence for women.

The college has developed significant infrastructure development, including the addition of a well-architected annexed building funded by the Department of Minority Affairs, Government of West Bengal. The college features modern amenities such as theory classrooms, laboratories , ICT-enabled classrooms , Virtual classroom cum conference room, Multi Gymnasium, Departmental Library, Seminar Hall , Hygienic Canteen (staff and student separately) and separate common rooms for female and male students, parking areas, Sanitary Napkin Vending Machine and gender segregated hygienic wash room, Arsenic-free water supply.

The digitized library at Hazi A. K. Khan College boasts a good collection of books, journals, and e-resources, catering to the academic needs of students and faculty alike. The Online Public Access Catalogue (OPAC) facilitates easy navigation and access to resources. However, the post of Librarian to be filled on priority basis.

Hazi A. K. Khan College offers 07 Honours Courses and 10 programme courses under the Choice Based Credit System (CBCS introduced from 2018-2019 academic session), 09 Major Courses and 10 Minor Courses under National Education Policy (NEP introduced from 2023-2024 academic session). Continuous Internal Evaluation is conducted by the departments.

The College offers 38 Add-on Courses and Certificate Courses in last 5 years. These Courses with the

objective of developing some employable skills have well-framed syllabi beyond the purview of the existing syllabus of The University of Kalyani and have attracted students in large numbers.

The Institution skillfully integrates issues of Professional Ethics, Gender, Human Values and

Environmental Sustainability to help students cope with the challenges of modern living. The crosscutting issues of professional ethics, gender, human values, environment and sustainability are well integrated, assimilated and reflected in the existing curriculum with the aim of its enrichment. Total 636 students have undertaken project works under various departments of the college during 2022-2023 academic session.
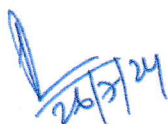
It is observed that the College takes Feedback from various stakeholders like students, teachers, employers and alumni. But it needs to be strengthened further.
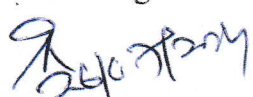
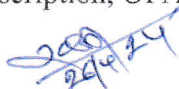| Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Student Teacher Ratio
2.3	Teaching- Learning Process
2.3.1 QlM	**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT-enabled tools including online resources for effective teaching and learning process**
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QlM	**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**
2.6	Student Performance and Learning Outcomes
2.6.1 QlM	***Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website***
2.6.2 QlM	***Attainment of POs and COs are evaluated.*** Explain with evidence in a maximum of 500 words
2.7	Student Satisfaction Survey

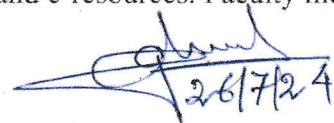Qualitative analysis of Criterion 2

The College follows a transparent online Admission process following the guidelines and Reservation policies of Government and University. The present student-teacher ratio of the college is 133.36. The College is striving to increase Students-Teacher ratio by incorporating more faculties.

The College effectively stresses Experiential, Participative and Problem-solving Teaching-Learning methodologies by conducting practical classes, projects and dissertations, field trips, seminars, workshops, hands-on trainings, add-on and certificate courses. Community engagement, extension activities, students' seminars, debates, competitions and other co-curricular activities assist in knowledge gaining of students. College has adopted various ICT-based methods for teaching-learning, including Power Point Presentation by Teachers & Students, Use of Online Platform like , ICT-enabled classrooms, Google Meet, Zoom etc. Online Feedback System, KOHA, N-LIST subscription, OPAC, and e-resources. Faculty members are qualified with NET/SLET/Ph.D. degrees.

26-07-2024 05:07:27

The College conducts Internal and External examinations as per regulations of the University of Kalyani. It maintains a robust Internal Assessment mechanism monitored centrally by the Examination subcommittee. The college has conducted internal and external examination in online mode during the pandemic. Beside this the college conducts continuous evaluation throughout the year by taking class test, quiz, MCQ Test, debate etc.

Students can register their Examination-oriented grievances through Departments, Grievance Redressal Committee, Principal's office, Examination sub-committees, Online grievance portal which are resolved at college level.

Programme Outcomes (POs) and Course Outcomes (COs) are stated and displayed on website

The POs, and COs of all the programs and courses have been designed meticulously by the Departments. They have been shared with the students through college website, classroom interactions etc. The evaluation of Attainment of Outcomes is conducted through mechanisms like Results analysis, Attainment Portal score, Department meetings, Higher education progression, and Placement records. The College has healthy Examination Pass percentage hovering above the 94.18% mark over the last 5 years. The college students have also emerged topper at University level in various courses.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QlM	**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QlM	**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**
3.4.2 QlM	**Awards and recognitions received for extension activities from government / government recognised bodies**
3.5	Collaboration

Qualitative analysis of Criterion 3
The College hardly receives any grant from government and other organisation for research activities. The faculty should apply for research projects. Faculty members have got their research articles published in UGC Care List, in the form of chapters in edited books, books and also proceeding of seminars have been published.

The faculty also participates in national and international seminars and have presented research papers. Faculty development programmes (FDPs), Orientation and Refresher courses are also attended by the faculty members.

College has MoUs, Linkages and Collaboration with institutions and industries for faculty research, students participation and for carrying out reach activities. Collaborative initiatives have also been taken at college level by involving teachers and students. Extension activities have been given importance with focus on environmental awareness and sustainability, health and sanitation, women empowerment etc. over 40 extension activities and out reach programmes have been conducted by NSS volunteers and students in the areas. Community support like blood donation, food distribution, fund raising for flood victims and under civil awareness activities like voter awareness programmes, Har Ghar Tiranga and other initiatives are taken by the college.

Colleges has established its own power-loom for producing *gamcha* (towel) as this area has strong resources of jute plant and other *agro-based* materials. College is planning to promote more Skill developments programmes in the region.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QlM	**The Institution has adequate infrastructure and other facilities for,** • **teaching – learning, viz., classrooms, laboratories, computing equipment etc** • **ICT – enabled facilities such as smart class, LMS etc.** **Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**
4.2	Library as a Learning Resource
4.2.1 QlM	*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*
4.3	IT Infrastructure
4.3.1 QlM	**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection** *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*
4.4	Maintenance of Campus Infrastructure

Qualitative analysis of Criterion 4
The college has adequate infrastructural facilities for Teaching and Learning as per its requirement and strength. The total land area is 1.82 acres with 03 academic buildings at its small campus. There are 29 classrooms, 03 smart class rooms, 01 virtual class cum conference room, geography laboratory, seminar hall, separate IQAC room, departmental rooms, teaching staff rooms, girls common rooms with vending machine facility, child care room for female married students, boys common room, small play area, gymnasium etc. its pertinent to note that college has adequate number of ladies and gents toilets for students and staff members. Yoga room, Self Defense room, Rain Water harvesting, Solar panel, Tailoring room are other prominent existing facilities at college. The college takes up its developmental, repair and maintenance with the help of developmental fee. Budget

26-07-2024 05:07:27

and financial support from state government's Minority department had been utilized for constructing new building and developing all required facilities with proper infrastructures. There are adequate number of Computers at various places for students, teachers and staff. More computer is to be added in library in future.

The college is fully Wi-fi with LAN connectivity at work. The Library Infrastructure is good with 8000 plus books, periodicals, newspapers, magazines E-Books/ E-Journal access facilities. KOHA has been installed and functional in Library. The Learning Resources (OER) are adequate at college.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.4	Alumni Engagement
5.4.1 QlM	**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

Qualitative analysis of Criterion 5

The College is endeavoring to provide student support services. The college has transparent mechanism for timely redressal of student grievances related to examinations, ragging cases and sexual harassment etc. ICC conducts programmes at College level to create awareness. Though College has tie-up with local industries to help student find suitable jobs, it may take up strong placement activities to help students find jobs in market and industries. Some Students have qualified competitive examination and this needs to be encouraged and strengthened through Career Guidance and Placement Cell. Student progression is good Student's Council has been working and College Alumni needs to be strengthened further for their contribution for college. College promotes Skill enhancement of students by conducting various Tutorials, workshops, training programmes as part of various extension activities. Its remarkable to note that maximum students (over 98%) are getting one or the other scholarship like post matric scholarship, talent support scholarship, merit cum means for minority, merit cim means for non-minority, OBC/ SC/ ST scholarship etc. College encourages meritorious students through various programmes. This is very remarkable as the College is located in rural area and such financial supports are very helpful to students. College should initiate to start new programmes in Science and Commerce streams.

26-07-2024 05:07:27

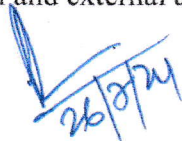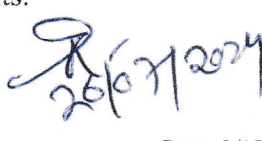|	
Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QlM	*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*
6.2	Strategy Development and Deployment
6.2.1 QlM	*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*
6.3	Faculty Empowerment Strategies
6.3.1 QlM	**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**
6.4	Financial Management and Resource Mobilization
6.4.1 QlM	**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**
6.5	Internal Quality Assurance System
6.5.1 QlM	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

Qualitative analysis of Criterion 6

This College is a government aided college under the Higher Education Department, Government of West Bengal and is affiliated to The University of Kalyani. Faculty members are appointed by the Higher Education Department, Government of West Bengal. Sustained Institutional Growth has occurred both in Academics and Administration and other aspects of the institution at this College. Decentralized and participative administration have made institutional governance and developmental activities are smooth and efficient. Long term and short-term perspective plans are framed to achieve a better platform for all the stakeholders of the Institution. College prepares institutional perspective plans focussed on Teaching-Learning processes, Student enrichment, Development of Research activity, Students' Outreach activities, Institutional Social Responsibility, Institutional Physical & Academic Infrastructure Augmentation and Administration with ample use of modern ICT based technology and accordingly strategies are developed to ensure their executions.
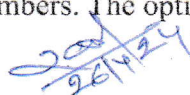
E-governance is visible in Administration, Finance & Accounts, Student Admission & Support and Examination. The funds received by the college are utilized in an optimal manner and are Audited regularly.
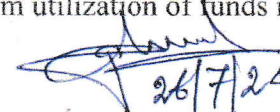
There are performance appraisal systems for both the teaching and non-teaching staffs. The college encourages faculty to participate in Seminar, conference, workshop by providing financial assistance.

The college executes its financial strategies through Mobilisation and Utilisation of Fund under the Finance Sub-committee constituted with external and internal members. The optimum utilization of funds is ensured through internal and external audits.

26-07-2024 05:07:27

The Institutional Quality Assurance Cell (IQAC) in the college is functional and playing role in enhancing the qualitative aspects of the institution, focusing on teaching methodologies, evaluation systems, stakeholder feedback, and overall academic and administrative activities. Collaboration with different academic and non-academic institutions is also managed by IQAC.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QlM	**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.** *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*
7.1.4 QlM	**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**
7.2	Best Practices
7.2.1 QlM	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**
7.3	Institutional Distinctiveness
7.3.1 QlM	**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

Qualitative analysis of Criterion 7

The college undertakes a wide range of initiatives and promotes inclusive environment with best practices by involving teachers, students, staff and local peoples. College is Promoting and Showcasing the Local 'Gamchha' industry" by involving its student. MoUs are in place to promote several activities in the areas. College focuses on empowering women, promoting environmental sustainability, and ensuring student wellness. Initiatives include creating a safe campus environment, offering support services, implementing green initiatives, providing student welfare programs, and promoting inclusivity. These efforts reflect the college's commitment to creating an inclusive and empowering environment for all students particularly girls. Child Care room for female married student is remarkable for completing their Courses successfully after their marriages. College has strong bonds with local people and local bodies and the same is helpful for college. Skill development programmes are visible at college and needs to be strengthen further. The female student participation and ratio is encouraging, Parents and Alumni are connected with college. The Alumni registration process should be completed at the earliest. The Faculty members are encouraged to participate in various online/offline FDPs. E-Waste materials are also taken care by the college. It's a Clean and Green Campus.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(**SWOC**)(up to 500 words)

Overall Analysis

Strength:

Good Infrastructure facilities

Good share of female students despite of backward rural areas.

Young energetic and well qualified faculties.

Lush green Campus with ample gardens.

Institution is preserving and promoting traditional weaving industry especially *gamchha* making.

Weaknesses:

Located in backward rural area

Less enrolment of students against the sanctioned strength

High drop-out rate

Limited scope of jobs in backward rural area

Limited choice of subjects

Opportunities:

To introduce Science and Commerce Streams

Scope of PG Courses in future

Scope of establishing Language Lab

To introduce regular Coaching classes for Competitive exams

To establish NCC Wing at College

Challenges:
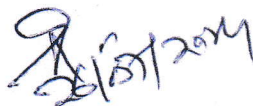
To check drop-out rate and to curb early marriages of girls students.

To invite Companies for campus placements in rural backward areas.
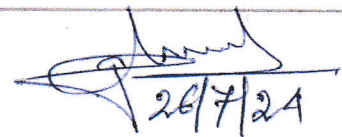
Limited scope of jobs in traditional subjects

To promote research activities with insufficient funds and lack of grants.
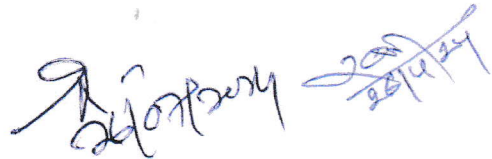
26-07-2024 05:07:27
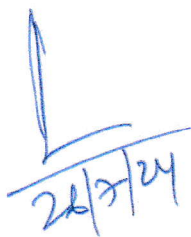
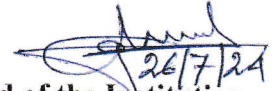## Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Expand Sports facilities specifically out-door games.

- Introduce new subjects and streams which are in demands

- PG Courses to be offered

- Industrial Connections and campus placement activities needs to be strengthened

- Regular job oriented professional courses must be introduced

- NCC wing to be established

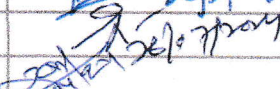**I have gone through the observations of the Peer Team as mentioned in this report**
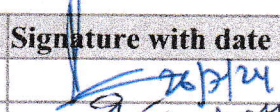
Signature of the Head of the Institution
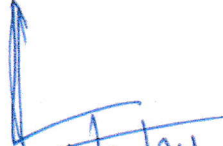
Principal
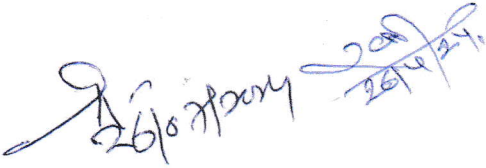Hazi A.K.Khan College
Hariharpara, Murshidabad
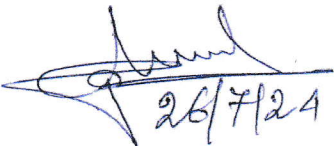
Seal of the Institution

26-07-2024 05:07:27

Sl.No	Name		Signature with date
1	DR. SK ISHTIAQUE AHMED	Chairperson	
2	DR. GYANENDRA KUMAR ROUT	Member Co-ordinator	
3	DR. RATAN JOSHI	Member	
4	Dr. N R Mohan	NAAC Co - ordinator	

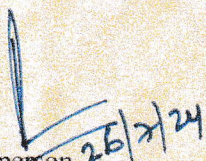**Place** Hariharpara, Murshidabad

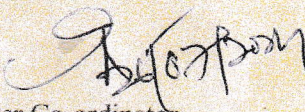**Date** 26/07/2024 .

26-07-2024 05:07:27

Hazi A. K. Khan College

Programme Schedule for NAAC Peer Team Visit

25th-26th July, 2024

24th July (Arrival Day)	**Pre-visit meeting with Principal & IQAC Co-ordinator at the place of stay**	**07.00 – 08.00 pm**
	Day -1 (25th July)	
Day -1 (25th July)	College flag hoisting, Garlanding the statue of freedom fighters & Welcoming respected Peer Team Members	9.00 – 9.15 am
Day -1 (25th July)	Presentation by the HOI	9.15 – 10.15 am
Day -1 (25th July)	Presentation by the Co-ordinator, IQAC and meeting with all members of IQAC	10.15 – 11.15 am
Day -1 (25th July)	Departmental Visit (English, Geography, Education & History)	11.15 am – 12.15 pm
Day -1 (25th July)	Meeting with various committees	12.15 – 1.15 pm
Day -1 (25th July)	Lunch-cum interaction with Governing Body	1.15 – 02. 00 pm
Day -1 (25th July)	Visit to Library and Examination Control Room	02.00 - 02.30 pm
Day -1 (25th July)	Visit to Physical Infrastructure and Facilities	02.30 – 03-30 pm
	Visit to Office and meeting with Non-Teaching Staff	03.30 – 4.00 pm
Day -1 (25th July)	Meeting with students	04.00 - 4.30 pm
Day- 1 (25th July)	Meeting with Parents	04.30 – 04.50
Day -1 (25th July)	Meeting with Alumni	04.50 – 5.10 pm
Day -1 (25th July)	Meeting with Teaching Staff	05.10 – 05.40 pm
Day -1 (25th July)	Visit to NSS Unit	05.40 – 06.00
Day -1 (25th July)	Cultural Programmes by Students	06.00 – 06.40 pm

Chairperson 26/7/24

Member Co-ordinator

Member

Principal
Hazi A.K Khan College
Hariharpara, Murshidabad

	Day -2 (26th July)	
Day -2 (26th July)	Visit to Indoor and Outdoor games facilities, Gymnasium, Yoga Centre, Self Defence Unit	09.00 – 09.30 am
Day -2 (26th July)	Visit to various gardens, Organic Manure Production Unit, Mushroom Cultivation Unit and Canteen	09.30 – 10.00 am
Day -2 (26th July)	Visit to alternative energy resources (Solar panel and solar lights), Rain water harvesting, ground water recharge system, Gamchha Production Unit	10. 00 am– 10.30 am
Day -2 (26th July)	Report writing and checking documents	10.30 – 12.15 pm
Day-2 (26th July)	Discussion with HOI and IQAC regarding outstanding issues	12.15 – 01.00 pm
Day -2 (26th July)	Lunch	01.00 - 02.00 pm
Day -2 (26th July)	Report Writing continues	02.00 – 03.00 pm
Day -2 (26th July)	Finalising the Peer Team Report and sharing with HOI	03.00 – 04.00 pm
Day -2 (26th July)	Exit Meeting	04.00 - 04.30 pm

Chairperson
26/7/24

Member Co-ordinator

Member

Principal
Hazi A.K Khan College
Hariharpara, Murshidabad