SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

HAZI A. K. KHAN COLLEGE

HARIHARPARA,MURSHIDABAD

742166

https://www.haziakkhancollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Hazi A. K. Khan College is a Grants-in-Aid State Government sponsored College situated at Hariharpara, a rural block in Murshidabad District, West Bengal, catering to a community with a significant minority population. 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. Hazi Abdul Kader Khan donated land for the college, and local individuals took initiative in setting up the institution.

The college is affiliated to University of Kalyani and is recognized under section 2f by UGC in 2023. Over the years the college has consolidated its position as a premier academic institution in the vicinity. Presently the college has 12 departments out of which seven have Honours courses. The college offers various add-on courses to enhance students' career prospects. It also offers certificate courses on basic computer training, Yoga and self-defence for women.

The college has seen 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, Arsenic-free water supply, Multi Gymnasium, Departmental Library, Conference room, auditorium, hygienic canteen and separate common rooms for girls and boys, parking areas, napkin vending machine and gender segregated hygienic wash room.

The digitized library at Hazi A. K. Khan College boasts a rich collection of books, journals, and e-resources, catering to the academic needs of students and faculty alike. The Online Public Access Catalog (OPAC) facilitates easy navigation and access to resources. Furthermore, the college's laboratories are furnished with state-of-the-art instruments.

The college prides itself on the satisfactory performance of its students in university examinations and emphasizes values of respect, obedience, and communal harmony.

The preparation of a Self-Study Report is seen as an opportunity for introspection and reflection on the college's achievements and challenges, with the aim of realizing its founding vision and becoming a quality institution in the future.

Vision

The fundamental vision of the college is to meet the educational aspirations of local youths by providing opportunities for higher education while concurrently acting as a catalyst for the enhancement of the surrounding society. The college is dedicated to nurturing responsible citizenship among local youth, characterized by a global perspective, steadfast adherence to national values, and a commitment to the preservation of local culture and tradition.

Mission

To consummate the vision so framed, the college aims at

1. Arranging proper and adequate academic and physical infrastructure conducive to learning.
2. Providing quality education enriched with national value system and local culture to its stakeholders for their overall development.
3. Creating an environment that can foster meaningful and symbiotic relations with administration, faculty, staff and students.
4. Fostering integrated teaching-learning to a matrix of co-curricular activities to sustain and develop an order of complete individuals.
5. Taking care of economical upliftment of the first-generation learners of the areas around.
6. Taking suitable measures for empowerment of its female students.
7. Exploring education beyond its conventional arena towards a broader spectrum; in society service.
8. Prioritizing skill development aimed at securing local employment opportunities for students, thereby contributing to the economic growth and sustainability of the region.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Comprehensive Wi-Fi connectivity spans across the entire campus, facilitating seamless access to digital resources.
- The college offers an array of student support services and welfare schemes, benefiting both staff and students.
- Hardworking faculty members and diligent non-teaching staff ensure the efficient operation of academic and administrative functions.
- Students exhibit respect and obedience while embracing local culture and national values with a modern outlook.
- The Central Library is digitized and boasts ample e-resources, complemented by spacious, air-conditioned reading areas for students and faculty.
- The campus features lucrative, well-equipped infrastructure including adequate classrooms, laboratories, ICT facilities, and gender-segregated washrooms.
- Separate common rooms for female students with facilities of napkin vending machine, attached washroom, indoor games equipment promoting gender equality and women empowerment.
- For supporting faculty, students and visitors with childcare responsibilities, our college has established an air-conditioned Child Care Room with attached washroom.
- Nursing training course, tailoring course, Self-Defence Mechanism (karate) for girl students are offered at free of cost for empowering women.
- The institution benefits from a dynamic Principal, supportive Governing Body, and compassionate local administration.
- Transparent admission procedures, ragging free campus and active Internal Complaints Committee ensuring equality, fairness and harmony among stakeholders.
- A green, student-friendly ambiance promotes a conducive learning environment through sustainable development.
- An active National Service Scheme (NSS) unit contributes to community engagement and social welfare initiatives.
- A Gymnasium and a Yoga Centre with adequate amenities offering provision of physical fitness of students and staff.

- Boys common room is equipped with recreational features like indoor games facilities.
- Sufficient parking facilities are provided for both students and staff members.

Institutional Weakness

- Lack of grants from governmental and non-governmental agencies hinder research projects and endowments.
- Despite being established in 2008, the college only acquired its first full-time faculty in 2016.
- The lack of academic autonomy limits the institution's involvement in curriculum design and modification.
- Absence of a registered 'Alumni Association' impedes alumni engagement and support.
- Socio-cultural factors, such as a prevalence of child marriages in the locality, contribute to an unsatisfactory dropout rate.
- Students from economically disadvantaged backgrounds face challenges in maintaining regular attendance.
- Illiteracy among guardians results in limited feedback opportunities for the college.
- The current library stock is deemed insufficient to meet the academic needs of students and faculty.
- The absence of a dedicated playground limits opportunities for sports activities within the campus.
- Lack of Science or Commerce streams restricts academic diversity and choice for students.

Institutional Opportunity

- Introduction of Science and Commerce streams can broaden academic offerings and cater to diverse student interests.
- Launching more job-oriented, skill-enhancement courses can align education with industry demands and enhance employability.
- Some departments may introduce post graduate course in future, catering to the need of the students opting for further academic pursuit.
- Promoting a multi-disciplinary approach to teaching and learning can foster holistic skill development among students.
- Collaboration with NGOs for community service initiatives can enhance social impact and community engagement.
- Incorporating a NCC unit can provide students with opportunities for leadership development and national service.
- Strengthening the internship program in industries can bridge the gap between academia and real-world applications.
- Establishing an Incubation Centre for Innovative Ecosystem can foster entrepreneurship and industry collaboration.
- Establishing a study center for Open/Distance Education Centre can expand access to higher education opportunities.
- Initiating the process for opening new departments with governmental support can enrich academic offerings and meet evolving educational needs.

Institutional Challenge

- Retaining enrolled students poses a significant challenge amidst prevalence of child marriage and lack placement in the locality.
- Familiarizing students with ICT-enabled teaching-learning systems necessitate training and infrastructure development.
- Ensuring regular attendance of students in classes is a major challenge
- Encouraging students and faculties to utilize the library facilities effectively is also a challenge.
- Obtaining permissible funds for different development programmes is always a challenge
- Teachers find it difficult to make time for individual research and development in the cramped class lecture schedule.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Planning and Implementation

Hazi A. K. Khan College offers **12 Undergraduate courses including BA** Honours and BA Programme Course following the **Choice Based Credit System (CBCS)** designed by the University of Kalyani since 2018.

Curriculum Planning and Delivery

Each department implements a well-structured curriculum plan effectively delivered to students as per the academic calendar. Some departments organize project work, excursions, and educational tours for enhanced curriculum delivery.

Continuous Internal Evaluation

Continuous Internal Evaluation is conducted by the departments to ensure that students understand their lessons. The college also arranges co-curricular activities and mentoring sessions for the benefit and improvement of students.

Academic Flexibility

Hazi A. K Khan College has offered **38 Add-on Courses** and **Certificate Courses** in the last 5 years. These **Add-on 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.

Curriculum Enrichment

Crosscutting Issues

The Institution skilfully 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.

Feedback System

The College has collected and analyzed **feedback** through standard questionnaire from various stakeholders like students, teachers, alumni and employers on various aspects of curriculum delivery, institutional infrastructure, laboratories, library facilities, ICT facilities, office facilities and other support services of the institution. Based on the analysis of the feedback reports the college has **taken** suitable **action.**

Teaching-learning and Evaluation

Hazi A. K. College has exhibited a robust commitment to enhance the **Teaching-Learning and Evaluation Processes** within its academic framework.

Admission (Enrolment)

The College follows a transparent online Admission process following the guidlines and Reservation policies of Government and University. Overall Enrolment Percentage and the Reserved categories Enrolment Percentage are 61.09% and 43.09 % respectively.

Students-Teacher ratio

The present student-teacher **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.

ICT-based methods

Hazi A. K. Khan College employs various ICT-based methods for teaching-learning, including LMS, Google Meet and Google Classroom, ICT-enabled classrooms, internet, KOHA, N-LIST subscription, OPAC, and e-resources.

Faculty Profile and Strength

The **Percentage of full-time teachers against sanctioned posts during the last five years is 92.73**. **100% of Full-time Faculty members** are **qualified with NET/SLET/Ph.D. degrees**.

Internal and External Examinations

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.

Examination-oriented Grievances

Students can register their **Examination-oriented grievances** through **Departments, Grievance Redressal Committee, Principal's office, Examination subcommittees, SPIO** which are resolved in a timely, just, humane manner.

POs, PSOs and COs enlistment, circulation and evaluation of their Attainment

- 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**.

Students' Satisfaction Surveys

Student Satisfaction Surveys are conducted annually amongst the enrolled students.

Results

The College has an **extremely healthy Examination Pass percentage** hovering **above the 94.18% mark over the last 5 years**.

Research, Innovations and Extension

Resource Mobilization for Research:

Grant received for research projects: The college has yet to receive any grant from government and non-governmental organisation. The college would strive to improve its capability enabling itself to receive grants for research projects.

Innovation Ecosystem:

Hazi A. K. Khan College has created an ecosystem for innovations through the following activities:

- Seminars on research methodology and Intellectual Property Rights
- Research subcommittee promoting research activities.
- Faculty members as resource persons.
- Faculty publications are encouraged.
- Heritage Walks, Certificate course on Yoga, Cultural on Indian culture.
- Faculty Development Programs enhance teaching and research skills.

Research Publications and Books Publications:

18 research papers have been published by the faculty members. **55 books and book chapters** with ISBN have been published during the last five years.

Seminars/Webinars/Workshops/Conferences:

52 workshops and seminars/webinars including on **Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship** were conducted for the enrichment of the students and teachers during the last five years.

Extension and Social Outreach Activities

Hazi A. K. Khan College organizes several extension and social outreach programmes in the local community to promote social awareness among the students for their holistic development. **The NSS Unit of Hazi A. K. Khan college** has organised a myriad of extension and outreach programmes.

Awards and Recognitions:

The Institute, through the active participation of its **Students and Teachers** in various extension and social outreach activities relating to community service, has received several **appreciations, recognitions, and awards** from different Government organizations, as well as from non-government organizations/ institutions/ agencies.

NSS Activities:

45 extension and outreach programs have been conducted by the institution through **NSS Unit** with involvement of community during the last five years.

Collaborative activities:

35 functional MoUs with different expert institutions/ industries have been conducted for the execution of various **capacity building, skill enhancement, career counselling programmes** during the last five years for the holistic development of the students and teachers.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

The college boasts a **well-equipped infrastructure** including a **three-storied main building** and a **four-storied Annex Building**. Facilities for teaching and learning comprise **29 classrooms, ICT-enabled rooms, departmental rooms and libraries, a well-resourced central library with digital resources, and a geography lab**. Cultural activities are supported through **conference rooms, seminar halls**. Sports facilities include a **playground, indoor and outdoor game equipment, a gymnasium, and a yoga center**. ICT facilities feature **Wi-Fi connectivity, desktops, laptops, and learning management systems.** Green initiatives include **gardens, rainwater harvesting, ground water recharging and organic farming**. Additional facilities include **solar power panels, hygienic amenities, office spaces, parking zones, fire safety measures, and lift systems**.

IT Facilities:

Hazi A.K. Khan College has significantly upgraded its IT infrastructure, offering robust **Wi-Fi connectivity**

with multiple bandwidths, regular installation of new computers, and dedicated sub-committees for maintenance and updates. The **campus-wide Wi-Fi network**, **LAN connections**, and **various online portals** promote easy access to academic resources and administrative functions. Advanced library services include digitized question papers, barcoded library cards, **CCTV surveillance, and Web-OPAC for catalog access**. Additionally, administrative tasks are streamlined through **e-attendance systems and ERP software. Number of computers** available for students' usage during the latest completed academic year is **25**.

Central Library: **Hazi A. K. Khan College's Central Library** serves as a comprehensive knowledge hub with books, journals, and electronic resources. Automated with ILMS KOHA Software, it offers advanced search facilities and issues Library Clearance Certificates. CCTV-monitored and equipped with LAN, high-speed internet, and Wi-Fi, the library conducts orientation programs and has a Library Sub-committee for service enhancement. Four computers are dedicated to the library, and it subscribes to E-Resources via N-LIST. Usage is encouraged and documented, with annual awards for top users. Staff provide dedicated service at the circulation desk.

Scholarships:

The college is determined to provide scholarship facilities to students. Assistant and guidance are provided to the students irrespective of gender, caste and creed in acquiring various scholarships. 98.63% percentage of students benefited by scholarships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years.

Student Support and Progression

Guidance for Competitive Examinations and Career Counselling

51.12% of our students regularly got benefitted by free guidance provided by the college for competitive examinations and career counselling. A considerable number of students qualified for different competitive Examinations like NET, SET, JRF, etc.

Students Progression and Placement:

The college regularly tracks the progression and placement records of its students. Our pass-out students have achieved placements in different Government and non-Government organizations. **In last five years 32% of students got placement** to various job opportunities.

Awards and achievements:

College motivates active participation of students in different co-curricular and extra-curricular activities by providing supporting aids. A number of awards have been bagged by our students along with **32 awards/medals in last five years**.

Organized Grievance Redressal Mechanism:

College has **functional, well-organized regulatory committees for awareness, prevention and addressing of grievances** related to ragging, sexual harassment of students.

Alumni:

College has a **functional Alumni Association** which actively participates in different **academic and infrastructural development** of the institution. The registration of the same is yet to be completed.

Governance, Leadership and Management

Governance of Hazi A. K. Khan College is always in accordance with the **Vision** and **Mission** of the Institution. **Sustained Institutional Growth** has occurred both in Academics and Administration and other aspects of the institution.

Decentralized and participative administration have made institutional governance and **developmental activities** smooth and efficient.

Long term and short-term perspective plans are framed to achieve a better platform for all the stakeholders of the Institution.

Hazi A. K. Khan College always 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.

Hazi A. K. Khan 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 on recommendation of West Bengal College Service Commission as per the UGC Guidelines. Principal is the Head of the Institution and leads the Administration in consultation with IQAC and Teachers' Council.

Hazi A. K. Khan College has successfully implemented **E-governance** in all areas of operation of the college including **Administration, Finance & Accounts, Student Admission & Support and Examination.**

There are performance appraisal systems for both the teaching and non-teaching staffs. **Career Advancement Scheme** quantifies the performance of the teachers in the college through various parameters. There are infrastructural, academic and recreational welfare measures for the faculties of the college.

The college encourages faculty to participate in various Professional Development Programmes by providing financial assistance. The funds recieved by the college are utilized in an optimal manner and are **Audited** regularly.

IQAC of the college plays crucial role in framing and implementing **quality assurance strategies**. It collects and analyzes feedbacks from all the stakeholders and takes necessary actions. It organizes **Academic and Administrative Audits, Green Audits and Energy Audits** every year. IQAC has played a significant role in signing **35 MoUs** with various organizations and institutions.

The College is certified with **ISO 9001:2015, ISO 14001:2015 and 50001:2018.**

Institutional Values and Best Practices

Gender Audit and measures

Gender Audit: The Internal Complaints Committee organizes regular Gender Audit to find gender imbalance in the institution and finding measures to reduce the gender disparity.

Significant Facilities for Women in the Campus:

- Kanyashree Scholarships,
- 24/7 CCTV surveillance,
- Code of Conduct,
- Gender segregated hygienic wash rooms for staff and students,
- Career counselling, health & hygiene awareness camps, mental health awareness programmes
- Girls' Common Room with vending machine and indoor games equipment.
- Air-conditioned Child Care Room
- Active Internal Complaints Committee
- Complain Box
- Self-defence Mechanism course

Institutional Green Campus Facilities and Initiatives

- **Solar Panel** and LED **lights** in the campuses.
- **Management of the various types of degradable and non-degradable waste.**
- E-Wastes Room, Daily Waste are Managed through House-Keeping.
- **Water conservation- Rain Water Harvesting and Groundwater Recharging System** has been installed.
- Gardening and plastic-free campus declaration.
- **Disabled-Friendly, Barrier-Free Environment** through ramps, lifts, and washrooms for Divyangjan persons.

Quality audits on environment and energy regularly undertaken by the Institution through performing:

Green Audit / Environment Audit: Audit on environment management system and obtained ISO14001:2015.

Energy Audit: Audit on energy management system and obtained ISO 50001:2018.

Clean and green campus initiatives through Gardening, declaration of plastic-free campuses and daily Waste Management.

Beyond the campus environmental promotion and sustainability activities were conducted through:

Tree Plantation

Distribution of saplings in the locality.

Field visit.

Institutional efforts/initiatives in providing an inclusive environment:

The college undertakes a wide range of initiatives in providing an inclusive environment like Fresher's Welcome, Farewell Ceremony, Annual Sports, etc. for the students

Celebration of various Commemorative Days Programmes on the Constitutional obligations about values, rights, duties and responsibilities.

Best Practices:

Best Practice-1: "Our Tradition, Our Pride: Promoting and Showcasing the Local 'Gamchha' industry"

Best Practice-2: "360-Degree Appraisal: Enhancing Teacher Performance"

Distinctiveness: "Empowerment in Action: Women, Environment, and Student Wellness"

Hazi A.K. Khan 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.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HAZI A. K. KHAN COLLEGE
Address	Hariharpara,Murshidabad
City	Hariharpara
State	West Bengal
Pin	742166
Website	https://www.haziakkhancollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Goutam Kumar Ghosh	091-9907112939	9907112939	-	haziakkhancollege @gmail.com
IQAC / CIQA coordinator	Piyali Dan	091-8617558578	9635022602	-	hakkciqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	University of Kalyani	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Hariharpara,Murshidabad	Rural	1.82	4364.54

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted

UG	BA,Bengali, BA MAJOR IN BENGALI	48	HS Passed	Bengali	353	235
UG	BA,English, BA MAJOR IN ENGLISH	48	HS Passed	English	50	23
UG	BA,Education,BA MAJOR IN EDUCATION	48	HS Passed	English,Bengali	355	227
UG	BA,History, BA MAJOR IN HISTORY	48	HS Passed	English,Bengali	385	291
UG	BA,Geography,BA MAJOR IN GEOGRAPHY	48	HS Passed	English,Bengali	50	18
UG	BA,Philosophy,BA MAJOR IN PHILOSOPHY	48	HS Passed	English,Bengali	50	19
UG	BA,Political Science,BA MAJOR IN POLITICAL SCIENCE	48	HS Passed	English,Bengali	170	89
UG	BA,Physical Education,BA MAJOR IN PHYSICAL EDUCATION	48	HS Passed	English,Bengali	75	36
UG	BA,Arabic,BA MAJOR IN ARABIC	48	HS Passed	Bengali	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				10			
Recruited	1	0	0	1	0	0	0	0	6	4	0	10
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	20	1	0	21
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				8
Recruited	7	1	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	4	4	0	9
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	20	1	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

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Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	388	0	0	0	388
	Female	550	0	0	0	550
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	15	40	28	24
	Female	16	36	42	33
	Others	0	0	0	0
ST	Male	2	0	1	2
	Female	0	1	1	1
	Others	0	0	0	0
OBC	Male	83	82	42	55
	Female	133	130	73	88
	Others	0	0	0	0
General	Male	173	254	167	138
	Female	207	473	275	210
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		629	1016	629	551

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Hazi A. K. Khan College is deeply committed to embracing the multidisciplinary and interdisciplinary approach outlined in the National Education Policy (NEP) 2020. Hazi A. K. Khan College has started focusing on holistic and multidisciplinary education which will develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. In its preparedness for NEP 2020, the college encourages cross-pollination of ideas by facilitating in-house faculty exchanges among teachers from different departments. Departments of History and Philosophy have conjointly organised a lecture series that intersections between the two disciplines. The college offers a Programme Course in 'Defence Studies', the classes of which are taken by Physical Education Department. The college has signed Memorandums of Understanding (MoUs) with various organizations like GIS, Right Brains Technology, RICE etc. to facilitate internship opportunities for students across disciplines. We offer 7 certificate courses: Self-Defence for Girl Students, Yoga Education, Spoken English, Tailoring, Basic Courses in Computer Training, Web Designing, Advance Excel Training Programme, tailored to students from all departments. The courses provide with additional skills and knowledge beyond the primary field of study of students. Our faculty members have actively participated in seminars focusing on the NEP and multidisciplinary approaches, staying updated on the latest educational developments. During exposure visits, we educate high school students of various schools about the NEP, sensitizing the next generation of students regarding the multidisciplinary learning. We engage in faculty exchange programs with other colleges to promote multidisciplinary collaboration and bring diverse perspectives into our educational framework. The college conducts various seminars and workshops through which students of all disciplines acquire basic knowledge on different streams. We hope these initiatives collectively will enable the institution to embrace the multidisciplinary approach outlined in NEP 2020.
2. Academic bank of credits (ABC):	New Education Policy (NEP) 2020 seeks to promote flexibility of curriculum and provide academic mobility with appropriate credit transfer mechanism on the principle of multiple entry-exit making

	students mandatory to have ABC IDs. Our parent institution, University of Kalyani, through the Notification No. CoE/ABC-ID/2/U.G/2023 dated 03.04.23 has instructed all the students under its wing to register for the ABC. The college has circulated the notice among students and directed them to register for the same. The college has also given detailed instruction to students informing them the procedures of registering. The students are directed to submit the ABC Ids of them to the college office and the college submits the collected data to the University. As ABC regulation will encourage a blended learning mode in which students will be allowed to earn credits from various HEIS registered under their scheme through SWAYAM. Our institution has already started encouraging faculties as well as students to enrol under National schemes like MOOCS, SWAYAM, NPTEL etc. In its preparedness for NEP 2020, the college aims to register itself on the Digi Locker Portal which will enable the students to invest the credits they earn irrespective of the institution where they earned from and use them properly for their academic enrichment.
3. Skill development:	The Choice Based Credit System introduced by University of Kalyani offers Skill Enhancement Courses (SEC) for all disciplines. Hence all students are given exposure to Skills required to make them job ready. These courses enhance various skills like Soft Skills, English Language Teaching, Statistical Analysis etc. Seven certificate courses offered by the college are specifically designed for students to provide them additional skills and knowledge. These courses include Self-Defence for Female Students, Yoga Education, Spoken English, Tailoring, Basic Computer Training, Web Designing, and an Advanced Excel Training Programme. The IQAC, Departments as well as various subcommittees organise debate competition, quiz competition, annual sports, interdepartmental sports competition, newspaper reading, special lectures. These activities focus on enhancing the various skills, mental and physical health of students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	As outlined in NEP 2020, The college is committed to impart the Indian Knowledge System among the students. The existing CBCS Syllabus has many topics related to Indian Culture: History department teaches topics such as Art and Heritage in India,

	Social and Cultural History of Bengal, Understanding Heritage, Art and Architecture of India. Syllabus of Geography departments feature topics like Cultural Tourism, Pilgrimage, Cultural Diffusion, Social and Cultural Geography. English and Bengali Department teaches Indian epics and cultural texts like The Mahabharata, The Book of Vanci, Mangol Kabya etc. Hazi A.K. Khan College vigorously celebrates Birth Anniversaries and Death Anniversaries of eminent cultural activists. The college celebrates all traditional festivals in addition to the national festivals to create awareness among students about our culture, tradition and to instill patriotic fervor in the students. The faculty members use bilingual mode (Bangla and English) along with Arabic and Sanskrit in the respective subjects.
5. Focus on Outcome based education (OBE):	The college insists on Outcome-based education. It follows a systematic process of measuring attainment levels of programme outcomes (PO), and course outcomes (COs). The college website has a dedicated PO-CO portal through which students' overall performances are analysed. The faculty of each Department prepares teaching plans with the objective of attaining specific learning outcomes. The attainment of course outcomes is evaluated through direct and indirect methods. The following criteria are followed for measuring the direct attainment: Semester end External examinations; two Internal Assessment Tests, Class performance activities—assignments, projects, presentations etc. Indirect Attainment: The teachers systematically analyze the performances of students for obtaining the course outcomes reflected in various aspects of learning.
6. Distance education/online education:	Our IQAC had made comprehensive set of recommendation in the Governing body for promoting online education in the recent case in epidemics in order to ensure preparedness whenever and where ever possible. Classes of all Departments were taken online through Google Meet. Faculty of all Departments shared study materials to students through digital platforms like WhatsApp Groups, Google Classrooms etc. Semester end examinations, Internal Assessments during the lockdown were taken in online mode. The College LMS is getting populated with courses to maximise the use of technology for access to all learning resources. The

institution provides hybrid courses that combine online and in-person learning. Certificate courses/Add-on and Value-added courses are often taught through online or hybrid mode.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club (ELC) has been setup by Hazi A.K. Khan College in 2021. Principal is the Chairman of the Club and Samim Aktar Molla, Assistant Professor, Department of English serves as the faculty Coordinator and two students serve as student coordinating representatives. The Club comprises of 50 student members currently. The Club takes initiatives in sensitizing the students about the democratic rights including voter rights.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the ELC consists of both students' coordinators and coordinating faculty members appointed by the College. The ELC is functional since its set up in 2021. The Club takes initiatives in conducting various awareness programs on Electoral Literacy as well as on constitutional obligations, fundamental rights of citizen of India and basics of Indian Constitution. The ELC takes the initiatives in enrolling the name of college students who are eligible for Electoral Voter Card registration along with the local administration.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The following initiatives have been undertaken by the ELC of Hazi A.K. Khan College: 1. Camp for enrolment of names of 18+ eligible unenrolled students of Hazi A. K. Khan College in the Electoral Roll. 2. A Voter Awareness Programme was convened by the local BDO office in collaboration with the college ELC on 14.03.2022.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in	• Conducting surveys and studies to understand the needs and perspectives of the local community regarding electoral processes. • Analyzing survey data to inform evidence-based interventions for improving democratic participation. • Organizing

electoral processes, etc.	awareness drives to educate students and the community about their electoral rights and responsibilities. • Conducting workshops, seminars, and interactive sessions to foster a deeper understanding of the democratic process. • Focusing on empowering marginalized groups to ensure their voices are heard in the democratic process.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Hazi A. K. Khan College is actively addressing the challenge of students above 18 years not yet enrolled as voters. The Electoral Literacy Club (ELC) and the college have instituted proactive mechanisms to register eligible students as voters, conducting awareness campaigns, assisting with the registration process to ensure maximum student participation in the electoral roll. Our collective efforts aim to empower students with their civic duty and strengthen democratic participation.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1467	1674	1075	847	702
File Description			**Document**	
Upload Supporting Document			[View Document](#)	
Institutional data in prescribed format			[View Document](#)	

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 12

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	10	10	09

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
56.26	78.79	12.96	34.77	26.32

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Hazi A. K. Khan College is a centre for learning with difference, which is committed to educate first generation learners of the locality through its mission based on hard work and positive outlook. The institution takes several steps for the effective implementation of the curricula prescribed by the university:

Curriculum Planning and Delivery

- The IQAC recommends **overarching objectives** aligned with our **vision and mission**, which are taken into account by all staff members when managing the curriculum.
- The **Academic Calendar** of the college follows the academic calendar of the University. The calendar displays tentative dates of **commencement of sessions, internal exams, Government holidays along with dates of important events**. The college has adhered to the academic calendar in the past, except during the Covid 19 pandemic.
- The Head of the Institution conducts regular meetings with the **Academic Sub-Committee** and the **Teachers' Council** to propel the formulation of well-knit plans for the **completion of the syllabi** and for revision of the same in due course of time.

Mechanism for Curriculum delivery

- **The Routine Committee** prepares class schedules in the form of **Master Routine** prioritizing the needs of various departments. Departments prepare **departmental time table** and distribute syllabus among the teachers in departmental meetings.
- **Learning Management System:** At the beginning of each semester the students become aware of **syllabus distribution** by the departmental teachers. The **month-wise teaching plan** is meticulously prepared and maintained by the teachers in the repository of the **Learning Management System (LMS)** which can be accessed by the students. **Class notes, Lecture Videos, PPTs** are also made available in **LMS Portal.**
- **Innovative Teaching Mechanisms:** Along with conventional chalk and talk method, Innovative Teaching mechanisms including **Information and Communication Technology (ICT)** based teaching take place. Student centric methods like **Participative and Experiential learning, Problem Solving methods** are used during teaching-learning process. **Group discussions, Quiz competitions, debates** are also organized. Besides these, **educational excursions and field work** take place. For the lagging behind students, **tutorial classes** are offered by most of the teachers.
- During the pandemic introduction of online classes through **Google Meet, Google Classroom** has helped students with reference to their study and examinations.

- **Special lectures/Seminars related to Curriculum:** Through Special Lectures, **Student Seminars, Seminars, Workshops** etc. students are exposed to diverse and **effective academic orientation and learning process.**
- **Faculty Exchange Programme:** For catering to the need of better education, the institution has signed **MoUs with several colleges.** Both online and offline **classes are exchanged** with these colleges.
- **Continuous Internal Evaluation** is conducted by the departments to ensure that students understand their lessons. Students of all the departments undergo **Continuous Internal Assessment (CIE).** Different methods like **written test, assignments, presentations, class tests, mcqs** etc. are the ways to conduct Internal Assessment every month.
- **Feedback of Teaching-Learning Process and Other Activities:** Each department takes review on teaching and other activities through **well designed feedback system.** Feedbacks are collected from students and are analyzed critically by **IQAC**.
- **Compilation of Question Banks:** Faculties of all the departments prepare **question banks** for Honours and General students to help them in **practice-learning** before examinations. The **syllabus** and **question bank** comprising external exam **questions, internal exam questions, class test questions, MCQs** are also preserved in the **college website** and **library**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 38

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 58.11

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1392	1197	761	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The College is committed to integrating crosscutting issues such as **Professional Ethics, Gender Equality, Human Values, and Environmental Sustainability** into its academic programs and campus environment. The college recognizes the importance of addressing these contemporary issues through the existing **CBCS syllabus** framed by the **parent university** as well as a number of **Add-on courses** and **extension activities.**

Professional Ethics: Undergraduate courses such as Philosophy, English, Political Science, among others, delve into ethical issues including **Ethics, Corruption, Gender, and Ethics in Public Administration.** A couple of **seminars on IPR** has been conducted by the IQAC to promote Professional Ethics among stakeholders. The college has established a written **Code of Conduct** aimed at promoting professional ethics among both teaching and non-teaching staff members.

Gender Equality: The college is deeply committed to **promoting gender equality** both within its academic programs and throughout its campus culture. Gender issues are incorporated into the undergraduate syllabi of **Bengali, English, History, Philosophy, and Education**. These courses center on topics related to **women's empowerment and gender inequality.**

- As the college is situated in an area infamous for child marriage and human trafficking, the **NSS Unit** of the college organizes **awareness Programme** on the above-mentioned issues and '**Beti Bachao Beti Padao'** campaign for empowering women.
- Our college celebrates **International Women's Day** by organizing **seminars, various cultural and participatory activities** etc.
- **Internal Complaints Committee** invites eminent personalities to deliver lecture on gender related issues.
- Several departments like **English, Education, Philosophy, History** have introduced **Add-on Courses** where the **gender issues** are integrated. Besides these courses, Internal Complaints Committee brings in an Add-on Course on **Self-Defense Mechanism (Karate)** for girl students.
- The institution arranges a number of **seminars, lectures** as well as awareness programmes on gender issues.
- The College encourages female students to use **Sanitary Napkin** to promote better **hygiene** and **personal care** and has installed two **Vending Machines**. Sensitization Programmes have also been organized for **breaking stigmas** and upholding **gender equality**.

Human Values: The syllabi of Philosophy, Education, Bengali and English include **Peace Education, Value Education**.

- To foster human values among the students NSS Unit organizes programmes like **flood relief, blood donation, pen-notebook distribution** etc. During Pandemic Foods and other necessary items like **masks, sanitizers were distributed** in the locality.
- To inculcate human values memorable days and events of national and international importance are observed.
- To pay homage to Ishwar Chandra Vidyasagar the College has donated books in a local primary school library, **established by Vidyasagar himself.**
- College has signed **MoUs** with a number of **social welfare organizations** to fulfil its responsibility towards the society.

Environment and Sustainability issues are incorporated into the curriculum of Geography, Philosophy, History and Environmental Studies.

- The college seeks to maintain the **eco-friendly environment and sustainability** with utmost sincerity.
- **Cleanliness drives, plantation programmes, seminars and campaigns** on environmental issues like the importance of **saving water, plastic pollution** etc. are organised by **NSS.**
- Students are encouraged to switch off lights and fans in empty classrooms, to **recycle and reuse of papers** and to minimise plastic usage
- The institution organises programmes like **sapling distribution,** *Tarumitra Utsav* (**binding Rakhis around the trees), plantation** etc. to celebrate the symbiotic relationship between **man and nature**.
- The institution has a **seed bank** to ensure the preservation of seeds of endangered species for posterity.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 36.61

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 537

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and

feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 61.09

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
629	1016	629	551	491

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1508	1508	843	843	726

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 43.09

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
199	289	187	203	173

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
677	677	379	379	327

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 133.36

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Hazi A. K. Khan College focuses on the **student-centric methods** to enhance lifelong learning skills of students. Our college has tried to comprehensively promote **experiential learning, participative learning and problem-solving methodologies** amongst students in the following manner:

Experiential Learning:

- **Field trips** are arranged for students of Department of **Education, Environmental Studies and Geography** as a mandatory requirement for **project work.** Besides, **excursions** are arranged by Geography Department.
- **Visits** are arranged to **local handloom and power loom industries**, **conch shell craft industries** to make the students aware of local industries through participative methods. **Department of History** organized **Heritage walks** to places of historical interest.
- Students of **Geography Department** regularly attends Laboratory based **Practical classes to gain experiential learning**. **Q-GIS software** is used in **data analyses and map digitization, Land Use Land Cover (LULC) and Google Earth is used for geo referencing**.
- Several departments give **project-based assignments** to students as part of the curriculum. These projects often require **hand-on experience**.
- The institution has effectively incorporated **internships and apprenticeship projects**, reflecting additional evidences to experiential learning.

Participating Learning

- The college encourages participative learning approach through '**Student Profile Mapping' through Scores on 'General Quotient (GQ)' and 'Empowerment Quotient (EQ).** Students actively engages in **self-assessment through an online questionnaire.** A weighted average of GQ and EQ gives the final score, which represents the capability of the student.
- Interdisciplinary seminars/webinars, lecture series, online and offline **quiz competition, Group Discussion, Debate Competitions, Students' Seminar** are organised to encourage discussion-based way of learning through **participatory methods.**
- **College magazine** named *Sibani,* Departmental **e-magazine** and **wall magazines** are published to nurture **creativity and writing skills** in students.
- Students regularly participate in various **co-curricular and outreach programmes** through **NSS and other Cells and Committees** of the college.
- Students are motivated to participate in **career counselling programs** to help them choose their future professional engagement.
- Students across departments have completed skill-based **Add-on course and Certificate course** like **Spoken English, Stress Management and Mental Health**, **Tailoring, and Self Defense.**
- Students also use **power-point presentations** by using **projectors as part of assignment**.
- Days of **National and International importance** are commemorated in the College which enriches students **regarding the History and Culture of India.**

Problem-Solving Methodologies:

- As part of problem-solving methodology, different **projects and assignments** are given to the students.

- Department of Geography provides **case study as part of the practical project** to their students.
- Faculty members **provide Assignments** to the students and evaluate them.

ICT-Based Teaching-Learning Methods

The following **ICT-based Teaching-Learning methods** are employed at the college –

- **LMS Software is used to** upload the **Month Wise Teaching Plan**, **Question Papers, Learning Resources,** for the academic benefit of the students.
- In the pandemic period, teachers had to start using online platforms like **Google Meet, Google Classroom** to continue the teaching-learning progress.
- Almost all the teachers take classes using **ICT-enabled classroom with LCD projectors and screens**.
- The campus has **high-speed internet facility**. Teachers room, library, are **equipped with Desktops.**
- **The college Library** uses the **KOHA Library-Management software** for books circulation management. The College has N-LIST subscription.
- **Online Public Access Catalogue (OPAC)** is maintained and can be accessed by all stakeholder.
- College website provides **access to reputed Online Open-source E-Learning Resources like National Digital Library, Jstor, Nptel** and others.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 92.73

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	11	11	11

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 100

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	10	10	9

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Hazi A.K. Khan College, affiliated with the **University of Kalyani**, abides by the **examination and evaluation regulations** set forth by the **parent University**, ensuring **a fair and transparent continuous internal assessment process.**

- Before the implementation of **Choice Based Credit System (CBCS)** by the University of Kalyani, the college previously conducted examinations in an **annual system.** Students underwent regular assessments through **pre-final tests** and **class evaluations** and **annual final examination**.
- With the inception of **CBCS in 2018-2019**, the evaluation pattern was transformed. **Internal assessment** accounts for **20% of the total marks**. The **remaining 80%** is evaluated through **external examinations** held at the end of the semester.
- The 20% marks allocated for internal marks is divided into two components. **5 marks** are awarded by evaluating **students' attendance** and for the remaining **10 marks** the college conducts **two internal exam** in various modes like **written tests, assignments, presentations, projects etc.**
- **Attendance records** of students are **meticulously maintained** by individual departments and shared with students regularly. Students with **lower attendance** are engaged in **discussions with mentors**, offering guidance and solutions to improve their **attendance records.**
- Students of the first semester are informed about the **evaluation process** and **marks allocation system** in the **orientation class**. The college mentions **tentative dates** for commencement and completion of internal assessment through **academic calendars** of each session.
- Following the examination and evaluation regulations of the University of Kalyani, Hazi A.K. Khan College conducts **internal assessments centrally**, with **departmental faculty responsible for marking**.
- Moreover, the college organizes **regular class tests** to monitor student progress. Answer scripts are made available to students for **review**, and additional support in the form of tutorial classes are provided for students requiring **extra assistance**.
- To oversee examinations and address grievances, the college maintains a dedicated **Examination Sub-Committee.** This committee is responsible not only for **conducting internal and university examinations** but also for handling and resolving **any exam-related issues**.
- Principal and IQAC Co-Ordinator often meet the students to know about their problems and prospects related to examination. The College encourages teachers to adopt innovative method, such as **open book tests, quizzes, MCQs on regular basis.**
- Throughout the **pandemic**, the college successfully conducted all examinations, including end-of-semester assessments in **online mode**, under the guidance of the University of Kalyani.

Grievance Redressal System

Internal Exam

- The college addresses **rightful grievance** of students pertaining to marks obtained and internal assessment.
- Students who miss the internal exam have the opportunity to request a **reexamination.** Their grievance for reexamination is addressed by the exam subcommittee with approval from the Principal.
- The evaluated papers related to internal exams consisting of **class tests, assignments, projects** are discussed with students and **suggestions** for improvement are also provided.

External Exam

- In the case of **grievances related to university-level end-of-semester examinations,** the college communicates student concerns to the University authorities.
- Students dissatisfied with their marks have the **option to apply for a review of their answer scripts** by the University upon payment of the prescribed fee.
- The University facilitates the provision of photocopies of answer sheets under the **Right to Information** and takes **appropriate steps for redressal**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Hazi A. K. Khan College offers 12 courses out of which seven are Honours courses. With a commitment to clarity and excellence, the college explicitly outlines and publicly displays all **Programme Outcomes (POs) and Course Outcomes (COs)** for each program through various means:

- College Website
- Classroom Interactions
- Orientation Programme
- TC meeting
- Academic subcommittee, IQAC meetings

At Hazi A.K. Khan College, our commitment to excellence extends to the **transparent articulation and display of Programme Outcomes (POs) and Course Outcomes (COs)** for all programs offered, empowering our students to achieve holistic development and academic success in alignment with our institutional ethos.

- Aligned with the curriculum framed by the University of Kalyani, the college meticulously adheres to these prescribed curricula while taking proactive steps to identify and define the **learning outcomes** for every course offered.
- POs and COs for each program are prominently **showcased on the college website,** ensuring transparency and clarity for students, faculty, and students alike. The college has a dedicated **PO CO Portal** for displaying and mapping Programme Outcomes and Course Outcomes.
- These outcomes are stated and emphasized during the **Orientation Programmes** conducted for

newly admitted students at the commencement of each academic session.

- Heads of Departments (HODs) actively engage with students to raise awareness about **Programme Outcomes and Course Outcomes**, emphasizing their importance in achieving academic excellence and personal growth.
- Further elaboration on course outcomes is provided during **departmental orientation programs**, empowering students with a clear understanding of the expectations from each course they undertake.
- At Hazi A.K. Khan College, faculty members participate in **workshops, seminars, and Faculty Development Programs (FDPs)** to enhance their teaching methodologies, enriching students' learning experiences in line with the designated outcomes.
- The college places a strong emphasis on teamwork by encouraging active participation in various **departmental, cultural, and extension activities.** Efforts are taken to enhance their **communication skills**.
- **On 8th September**, the **Foundation Day** of the college, **meritorious students** from each department are recognized for their efforts and hard works. The college serves to encourage them and proudly showcases their **achievements** by awarding them.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Hazi A.K. Khan College employs a multifaceted approach to assess the attainment of **Program Outcomes (POs) and Course Outcomes (COs).** The Outcomes are the set of **Objectives** that a student should be attaining or acquiring when successfully qualifying the **Final Semester Examination**.

The college uses a **Web-portal** for mapping the **Course Outcomes** and **Programme Outcomes** and for grading all the **Final semester students** in accordance with the **laid down Outcomes**. The portal uses a well-defined **Algorithm** for computing the **Attainment Score** of each Student of the college based on both **direct method (CGPA)** and **indirect method (Faculty members' Grades.)**

Attainment level score is calculated for each course by combining **80% of direct method** score and **20% of indirect method** score based on teacher's assessment and responses.

Attainment Score = 80% of CGPA + 20% of Faculty given grade.

Direct Evaluation Methods:

End-Semester Examination Results

Grades resulting from **End Semester examination** serve as tangible indicators of **achieving Course Outcomes (COs).** The marks students earn at the end of each semester and upon **completing the entire course** illustrate the progression of their accomplishments within the curriculum.

Internal Examination Results

In adherence to the stipulations of **University Kalyani**, apart from the end-semester examinations, Hazi A.K. Khan College conducts internal examination consisting of **attendance**, **internal assessment** and **Practical examination** (for practical based subjects).

Class Attendance cum Internal Assessment comprises of 20% of 75 marks = 15 marks of which 5 marks be reserved for **class attendance** (both Theoretical + Tutorial). Each Department meticulously maintains **attendance records** of their students.

The college administers internal assessments comprising **written tests, home assignments, class tests, viva-voce, and projects.** This continuous evaluation **aligns with COs**, and helps to measure student performance and attainment levels.

Identification of academically weak students and arranging **tutorial classes** demonstrates a commitment to support students in **achieving COs**.

The students who receive **highest marks** in the **University examination** in each department are **awarded** on 8th September, the **Foundation Day** of the college. This endeavor boosts their morale and motivates others to perform well.

Indirect Evaluation Methods:

The college measures attainment indirectly through various ways:

Progression to Higher education

Progression to higher education by students is a significant measure for assessing attainment. It acts as an indicator of the successful achievement of Program and Course Objectives and Outcomes. **Attached** is the list of students who have progressed to **higher education**.

Placements achieved by the students

Similarly, the placements secured by students also play a crucial role in evaluating attainment. **Attached** is the list of students who have successfully obtained **placements.**

Alumni Feedback Reports

Alumni Feedback Reports serve as a means for self-assessment of previously outlined Objectives and Outcomes. Through their responses students themselves exercise and evaluate attainment levels.

Success In Competitive Exams

Success in competitive exams such as **NET, SET, JRF, WBP**, etc., stands as a **testament** to the quality education provided, showcasing the **attainment of COs** and the readiness of students for further academic challenges.

The active participation of students in **extension activities, civic and environmental awareness drives** indirectly reflects the **life skills** and academic knowledge gained from the courses offered.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 94.18

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
232	256	154	88	95

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
269	256	162	88	101

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.99

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

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

Response:

Hazi A.K. Khan College has established an **ecosystem** conducive to innovation through the initiatives undertaken by various **academic departments**, the **Internal Quality Assurance Cell (IQAC),** and various **subcommittees.**

Seminars:

- The college has organised a number of seminars on **research methodology** to inculcate research culture among students and staff. A One-day State Level Seminar titled **'Basics of Research'** was organised by **Department of Geography** in Collaboration with IQAC, on 13.12.2022.
- A state level seminar titled **'Action Research'** was organised by **Internal Quality Assurance Cell, Hazi A. K. Khan College** on 9th February, 2023.
- These seminars serve as **pivotal platforms** to provide attendees with essential insights into the

intricacies of research methodologies and practices.

Research subcommittee

- As a cornerstone of the institution's commitment to academic excellence the college has a distinguished **Research and Innovation Subcommittee** to review and recommend research-oriented activities in the institution.
- The research subcommittee tries to recommend different measures to **increase the number of publications by faculties.**

Faculty Members as Resource Person

- The college has encouraged faculties to **participate in research-oriented seminars and workshop**. Many of our faculties have attended seminars as **resource person**.
- Faculties of various departments share their **expertise and insights** with fellow colleagues and students.
- Recognizing the importance of scholarly engagement, the **college extends support** to faculty members attending such events by granting them **duty leave**.

Publications by Faculties

- With a steadfast commitment to promoting research culture, both the **Internal Quality Assurance Cell (IQAC)** and the college administration actively encourage faculty members **to publish** their research findings.
- **Numerous research papers** have been published in **UGC Care-Listed journals** and other **reputable journals**.
- Faculty members have significantly contributed to the academic discourse by **editing books and writing book chapters.**

Heritage Walk

- Embarking on a journey to preserve and **promote cultural heritage**, the **Department of History** organized engaging **Heritage Walks** to sites of **historical significance** such as **Lalbagh, Murshidabad.**

Certificate course on Yoga

- The IQAC has initiated a **Certificate course on Yoga** that emphasized our endeavor in **promoting transfer of knowledge.**
- A **Yoga Centre** has been established as well as a **Yoga Instructor** is also appointed by the college.

Cultural Programmes on Indian Culture

- In an attempt to promote **Indian Knowledge System**, the college celebrates **local and national cultures** through cultural programmes.
- Days of **National importance** and **birthdays of eminent personalities** are observed by the college.

FDP, OP & RC

- Acknowledging the pivotal role of faculty members in shaping the academic landscape, the college galvanizes teachers to participate in various **Faculty Development Programs (FDPs).**
- These programs aim to enhance faculty members' proficiency in **research activities, teaching methodologies, and pedagogical innovations**, thus promoting the concept of **transferring knowledge.**

Seminar on IPR

- Reflecting the college's unwavering commitment to upholding academic integrity and fostering a **culture of ethical research**, two seminars on **Intellectual Property Rights (IPR)** have been organized.
- The IQAC has organised a seminar titled "**Importance of IPR in Modern Global Economic Environment"** on **12.02.2022**. It successfully created an atmosphere where the participants learnt the **importance of protecting intellectual property in a world of economic rat race.**
- The seminar titled **"Protecting Innovation: Understanding the Role of Intellectual Property Rights"** organised by **Library Committee** on **16.02.2023** served as platforms for raising awareness about the importance of **intellectual property rights, plagiarism prevention, and copyright infringement.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 4

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.33

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	1	1	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.08

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in**

national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	6	2	5	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

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.

Response:

Since its establishment, **Hazi A. K. Khan College** has been dedicated to serving learners from the surrounding areas. Over the past five years, our college has diligently organized a diverse range of **community engagement initiatives**, **extension activities** within the **local community**. These activities aimed at addressing **social, environmental, moral, and health concerns** for the **holistic development of the students.**

Among a wide range of activities organised by **NSS unit of Hazi A.K. Khan College** the following can be highlighted:

Environmental Awareness and Sustainability:

- Tree Plantation Programme
- Sapling Distribution
- Parthenium Weed Uprooting Campaign
- World Environment Day
- Awareness Programme on Use of Paper Bag
- Jal Dharo Jal Bharo (Water Conservation)
- Plastic Borjon (preventing the use of plastics)

- Global Warming Awareness
- Awareness on use of paper bag

Health and Sanitation:

- HIV Awareness programme
- COVID-19 Awareness Camp
- Dengue Awareness Camp
- Cleaning Programme
- Dot. Awareness Programme
- Awareness Programme on World Anti-Tobacco Day
- Thalassaemia Awareness programme
- Adeno Virus Awareness programme

Women Empowerment:

- Awareness Programme on Child Marriage
- Beti Banchao Beti Padhao
- Women's Trafficking Awareness Camp

Community Support and Relief Efforts:

- Book Donation & Notebook-Pen Distribution Programme
- Food Distribution During Covid-19 Period
- Masks & Sanitisers Distribution
- Distribution Book, Pens and Khata on occasion of Teacher's Day Celebration
- Fundraiser for the Victims of Kerala Flood

Road Safety and Civic Awareness:

- Safe Drive Save Life
- Voter Awareness Programme
- Har Ghar Tiranga

Outcome of the Extension Activities:

Our efforts have yielded significant results in terms of **sensitizing students to social issues** and **empowering the community**. Through programmes on **Environmental Awareness and Sustainability the college -**

- Successfully raised community awareness about environmental issues and promoted eco-friendly practices.

- Contributed to environmental conservation through **tree plantation** and sapling distribution and removal of invasive species like Parthenium.
- Encouraged sustainable habits such as reducing plastic usage and conserving water resources.

The **NSS unit's** commitment to enhance the **Health and Sanitation** of the local community have yielded

the following outcomes:

- Increased awareness about various health issues including **HIV/AIDS, COVID-19, and dengue fever.**
- Promoted hygiene practices leading to a **cleaner environment** and **reduced risk of disease transmission.**
- Empowered individuals with knowledge about **tobacco hazards, and thalassemia prevention.**

Hazi A. K. Khan College is very much committed to advocating **Women Empowerment**. The outreach programmes conducted on promotion of Women Empowerment have successfully -

- Raised awareness about **gender-based issues** such as **child marriage, women's trafficking, and gender inequality.**
- Promoted the importance of **girl child education and women's rights,** leading to increased social awareness and advocacy for gender equality.

There has been an attempt to uplift the lifestyle of local community though numerous **Support and Relief Efforts** that resulted in -

- Essential support to communities in times of need through food distribution, donation drives, and disaster relief efforts.
- Improved access to education through book donations and educational resource distribution.

The college has conducted various **Road Safety and Civic Awareness** programmes. These programmes successfully yielded the following outcomes:

- Raised awareness about **road safety rules and civic responsibilities** for a safer community.
- Encouraged **civic engagement and democratic participation** through **voter awareness programs.**
- Fostered **patriotism and national pride** through initiatives promoting participation in national events.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Hazi A.K. College has consistently demonstrated remarkable commitment to community service and

excellence in various domains. Through the enthusiastic involvement of its students and teachers in numerous extension and social outreach endeavors the Institute has garnered numerous accolades, acknowledgments, and awards from both governmental and non-governmental entities.

Recognition received by Institution, Faculty and Students:

- **Hazi A. K. Khan College** was awarded with a **Certificate of Appreciation** by **Panchthupi Haripada Gouribala College** for the commendable effort of the college in promoting local industries, particularly the **traditional craft of Gamchha** weaving on **15.02.2023.**
- **Kanchrapara College** has awarded a **Certificate of Appreciation** to **Hazi A.K. Khan College** for championing local industries like the age-old craft of **'Gamchha'** weaving on **07.07.2022.**
- The college had received a **Certificate of Appreciation** from **University of Kalyani** for promoting a **Local Small Scale Industrial Product (Gamchha).**
- Our college has received **Certificate of Appreciation** for promoting **Green Initiatives** by **University of Kalyani.**
- **Management System Consultancy** has awarded a **Waste Management Conformity Certificate** to **Hazi A. K. Khan College** for the institution's initiatives for **Waste Management Activities** in **April, 2022.**
- **Management System Consultancy** has awarded a **Quality Management System** Certificate to Hazi A. K. Khan College.
- **Management System Consultancy** has awarded an **Energy Management System** Certificate to Hazi A. K. Khan College.
- **Students Health Home** has recognised the institution's remarkable efforts of **Hazi A.K. Khan College** for the unwavering commitment to offering complimentary healthcare services.
- **NSS Programme Officer Md. Faruk Sk** has received the honour of **Best NSS Programme Officer** award by **University of Kalyani for the year 2022**.
- College NSS Volunteer **Jakir Molla** has received **Best NSS Volunteer Award** for the year 2019 from **University of Kalyani** for the year **2019.**
- **Dr. Nanigopal Malo**, Assistant Professor, Department of Bengali, **Hazi A. K. Khan College** has been awarded **'Excellent Teacher and Academic Advisor Award, 2022'** for his hatrd work and dedication, voluntary service to **Harichand Guruchand University**
- Our college has extended voluntary service to adjacent schools by taking classes in many schools catering to their needs of teachers. Sri Bubai Ghosh, Faculty, Department of Geography and Mithun Saikh, Faculty, Department of Education has received Letter of Appreciation from Rukunpur High School, Sahajadpur High School and Swaruppur High School for their voluntary service.
- **Hariharpara Panchayat Samiti** has recognised the efforts of **Hazi A.K. Khan College** for educational advancement and socio-economic mobility for young women in the region. The college was awarded certificate of appreciation for the same on 05.09.2023.
- The college was awarded **Certificate of Appreciation** by **Hariharpara Panchayet Samity** on 05. 09. 2023 for Promoting Local Small Level Industry as a product 'GAMCHHA' in each and every occasion.
- **Hariharpara Police Station** has recognised the institution's effort in organising a state level Workshop on **Self Defense for Women** under **TEJASWINI** project on January 11, 2023.
- **NSS Unit of Hazi A.K. Khan College** has received recognition from **Hariharpara Panchayet Samity** for its exceptional dedication and commitment towards community service aimed at uplifting the surrounding community and addressing various social issues.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 40

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	11	3	7	7

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 35

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

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.)

Response:

The college campus area covers **1.82 acre. area** out of which the total **built up area** covers **46979.51 sq. ft.** There is a **three-storied college building** and **a well-structured four-storied** Annex Building.

The college has adequate infrastructural and physical facilities for teaching- learning:

Classrooms, Library and Laboratory:

- The college has **twenty-nine classrooms**, three of which are **ICT enabled with projectors and wi-fi** connectivity.
- All the departments have their own **Departmental Room and departmental library.**
- The college library is well-resourced with **8639 books** and several journals, including access to **N-LIST and NDL**.
- Separate **reading area for faculty and study room computers and broadband connections** for students.
- The library is equipped with 2 **barcode scanners**.
- **Open Educational Resource** including **e-books and e-journals** through the website.
- **Geography lab** with state-of-the-art facilities for practical activities.
- 6 **magazines** for competitive examination and 2 daily **newspapers** are available in the library
- The library uses **KOHA library** software and has **Web-OPAC**.

Facilities for Cultural Activities:

- **Conference Room and Seminar Hall** equipped with audiovisual facilities, projectors, cordless microphones, collar microphone.
- **The Cultural Committee** mobilizes students and organizes different **cultural activities** throughout the year.
- D**igital sound system and RGB lighting** system.
- Two separate **Common Rooms** are available for boys and girls, with **indoor games facilities**.

Games (Indoor and Outdoor):

- **Annual Sports** with active participation of students and teachers.

- **Adequate equipment** for outdoor games like **cricket, badminton, volleyball, discuss throwing, shortput, javelin, high jump**, etc.
- There is a small **Playground** within the campus, and the college has signed an **MoU with Prabhat Sangha Maidan** for access to a **larger playground**.
- Facilities for various **indoor games** such as **carrom, chess, and ludo**.
- A **Gymnasium** with advanced facilities.
- The college has **Yoga Centre** and a trained instructor for training the students.

ICT Facilities:

- Fully **Wi-fi enabled campus, with CCTV cameras** for surveillance.
- **Twenty-five desktops** and 6 **laptops** with **internet facilities** for academic, administrative and official purpose.
- Dedicated room for **IQAC & NAAC**, **Principal's Chamber**, equipped with **desktops and laptops**.
- Faculties utilize **Learning Management System, Google Classroom, Smartboard** for online teaching.
- There are 09 **printers** and 1 **photocopier**.

Green Initiatives:

- **Picturesque flower garden** named **'Gulbagicha'** within the campus.
- Two **Medicinal Plant Gardens** namely '**Ayurekha-I' & 'Ayurekha-II'** for traditional therapeutic use.
- **Kitchen Garden** inside the college campus.
- **Rainwater harvesting and groundwater recharging** systems are in place for **water conservation**.
- **Seeds Bank**, **Mushroom Cultivation Centre**, and **Vermicompost Organic Manure System** inside the campus.

Other Facilities:

- Solar **power panels** and a **generator** ensure uninterrupted power service.
- There are **41 toilets for male students** and **21 for Female students, 7 for female staff and 10 for male staff**, including dedicated facilities for **differently-abled persons**.
- **Hygienic Canteen** inside the campus both for staff and student.
- **Purified water** through 04 **Water Filters**.
- The Office section includes 05 chambers for various purposes.
- An **Exam control Room, Record Room, and an E-Waste Room** is also there.
- Separate **NSS Unit** room with dedicated space for **Health Checkup**.
- **Three parking zones** for four-wheelers and two-wheelers for both students and staff.
- **Fire extinguisher** facility with pumping water system.
- A **lift system** in the Annex building of the college.
- The girls' common room includes a **sanitary napkin vending machine.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 30.69

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
21.45772	41.70676	0.4884	0.1234	0.38951

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

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

Response:

The **Central Library** serves as a **repository of knowledge**, offering a wide range of resources including **books, journals, magazines, periodicals, and electronic materials** to support learning and research.

Library Management System

- Library is automated using **ILMS KOHA Software** (Version 21.05.08.000) which was installed and cloud hosted in 2021. Users can get access to **advanced search facilities** by the **Author, Title, Subjects, Barcode (Accession No.), and Shelving location, ISBN, ISSN Books**, **Serials** and other different types of entity which are entered through **Cataloguing Module**.
- Presently, the entire library collection has entered into the database. All the books as well as library membership cards were **tagged with barcodes** to ensure seamless automated circulation through **barcode scanners.**
- Issuance of **Library Clearance Certificate**, at the end of the semester exam, are generated from **KOHA**.
- The entire library is under **CCTV surveillance**. Library is enabled with LAN, high speed **Internet connectivity and Wi-Fi system**.
- The college conducts **orientation programs** and **Library classes** to assist users in **utilizing resources effectively**.
- The **Library Sub-committee** plays a vital role in decision-making regarding the development and enhancement of library services.
- A total of **4 computers** are dedicated to the **Central Library**.

Subscription to E-Resources

- The college is a member of the **N-LIST program** which provides access to e-journals and e-books.
- Links of **OER** including **e-journals, e- books and other resources** are listed in **College website** for greater use of students.

Library Usage

- The institution encourages students and staff to use the library optimally.
- Days of usage of library, by teachers and students, as well as, **footfalls and login data** for online access are regularly **documented by the Librarian.**
- The **best library users** among the students as well as among the staff are **felicitated and awarded** annually on the college **Foundation Day** programme.
- The library staffs of the college are always available at the **Library.** They carry on their duties with dedication to provide better services to members.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

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

Response:

Hazi A.K. Khan College boasts a **robust and modern IT infrastructure** designed to facilitate learning, research, and administrative functions across various departments. Over the past few years, significant advancements have been made to enhance the technological framework within the campus premises.

- The college has upgraded its internet service, presently it consisted 5 **Wi-Fi connections** of different bandwidth ranging from 40 mbps to 125 mbps. Students, Faculty and other stakeholders can access **Wi-Fi connections** for the teaching-learning purposes.
- This upgrade aligns with the increasing demands of both students and faculty members, fostering an environment conducive to **academic and research activities.**
- To keep pace with technological advancements, **new computers** have been consistently installed over the past five years, contributing to the overall upgradation of IT facilities within the campus.
- The college has dedicated **Wi-Fi, Internet and College Website Sub-Committee** to ensure the regular maintenance and updating of the institutional website.
- The college has augmented its **Wi-Fi router capacity and deployed Wi-Fi network facilities** across the campus, promoting easy access to **ICT resources** for academic pursuits, research endeavors, and day-to-day learning activities. **LAN and network connections** are vigilantly monitored.
- The institution boasts a range of dedicated systems and portals, including a **Learning Management System (LMS), Programme Outcome and Course Outcome Portal, online feedback mechanisms** for Student, staff and alumni for the smooth functioning of teaching learning process.
- The college has streamlined administrative functions by adopting technology, employing an **e-attendance system for staffs**. The college uses **ERP- 3.0 software** portal for account related tasks and student support and service.
- The college offers **advanced library services**, including digitized university semester examination question papers available for free access via the college website, barcoded library cards, additional **CCTV installations** for enhanced surveillance, and provision of Web-**OPAC services** for convenient access to the library catalogue anytime, anywhere.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 58.68

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 25

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 42.32

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
20.09	24.69	5.03	22.38	16.31

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 93.22

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1368	1502	955	847	702

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 47.72

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1467	1284	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 32

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
58	62	58	54	32

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
232	256	154	88	95

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 3.03

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
15	0	0	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 15

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
8	4	0	3	0

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	12	0	6	9

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

Alumni Association is the mirror of the college that reflects the professional and personal achievement of the students. **Alumni Association of Hazi A. K. Khan College** contributes significantly to the development of the institution.

The college is desperately trying to **register the alumni association** of **Hazi A. K. Khan College. It is expected that the Alumni Association of Hazi A. K. Khan College will be registered very soon.** A number of meetings were held to discuss the functioning and role of the Alumni Association. In the last meeting of the alumni association, the following decision has been made:

- Sagir Hasan and Humaon Shaikh was elected the president and vice-president of the Alumni Association respectively.
- A monthly subscription fee of Rs. 100/ has been started for all members of the alumni association.
- Alumni association was granted to use college campus and room for their functioning.

Vision: Aims to create a beneficial bond between present students and alumni.

Mission:

- To promote exchange of **academic and other experiences** with the present students.
- To advice and conduct activities motivating skill of the students.
- To provide career guidance to present students by notable alumni.

Activities of the Alumni Association:

Though the registration of the association in still in process, **the alumni of Hazi A. K Khan College** has been actively engaged in various initiatives for a considerable period. The following endeavors have been undertaken by the **alumni association of the institution**.

- **The Alumni Association** coordinates efforts to **donate books** to the college library and actively participates in **distributing educational materials** to students. This initiative enriches the academic resources available to current students.
- **Alumni** generously **donate saplings** to enhance the aesthetics of the college campus, contributing to its beautification and environmental sustainability efforts.
- Alumni enthusiastically participate in the college's **annual freshers' welcome and cultural programs**, to extend a warm and supportive welcome to new students.
- Alumni actively contribute to **health-related initiatives** by **donating blood** during **blood**

donation camps and participating in **health check-up camps and awareness programs.** By supporting these initiatives, alumni play a crucial role in promoting health and well-being within the college community and beyond.

- **The Alumni Association** organizes and participates in various cultural programs, including music and dance performances, national events, and literary events. These programs serve to celebrate the diverse talents and cultural heritage of both alumni and current students.
- **The Alumni Association** plays a central role in organizing and commemorating the college's **Foundation Day celebrations**, held with reverence on **8th September** each year.
- **Alumni** collaborate with the **National Service Scheme (NSS)** in participating and contributing to various **social activities** aimed at **serving the community**. By working together with **NSS, alumni** extend their commitment to **social responsibility** and contribute positively to the welfare of society.

The Alumni Association of **Hazi A. K. Khan College** plays a vital role in enhancing the college experience for both current students and alumni through its activities, which encompass **academic support, cultural enrichment, community engagement, and institutional celebration.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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.

Response:

Vision:

The fundamental vision of the college is to meet the educational aspirations of local youths by providing opportunities for higher education while concurrently acting as a catalyst for the enhancement of the surrounding society. The college is dedicated to nurturing responsible citizenship among local youth, characterized by a global perspective, steadfast adherence to national values, and a commitment to the preservation of local culture and tradition.

Mission:

To consummate the vision so framed, the college aims at

1. Arranging proper and adequate academic and physical infrastructure conducive to learning.
2. Providing quality education enriched with national value system and local culture to its stakeholders for their overall development.
3. Creating an environment that can foster meaningful and symbiotic relations with administration, faculty, staff and students.
4. Fostering integrated teaching-learning to a matrix of co-curricular activities to sustain and develop an order of complete individuals.
5. Taking care of economical upliftment of the first-generation learners of the areas around.
6. Taking suitable measures for empowerment of its female students.
7. Exploring education beyond its conventional arena towards a broader spectrum; in society service.
8. Prioritizing skill development aimed at securing local employment opportunities for students.

Sustained Institutional Growth

Administration:

- **Tailored software applications** and **e-governance measures** based on identified needs.

Academics:

- Upgradation of **classrooms** and **laboratories**.
- Implementation of **Learning Management Systems (LMS), e-learning resources**, **practical**

demonstrations and **field works.**

- Introduction of **Add-on courses** and **certificate courses**.
- Arrangement of **seminars** and **workshops** on research methodology and ethics.
- **Financial support** for faculty participation in research-related events.
- Library facilities are regularly upgraded with extensive provision of **digital resources**.

Empowerment and Gender Equality:

- Arrangement of **Tailoring, Self-defense and Yoga courses** for girl students.
- Organization of awareness programs and seminars on **human rights and gender issues.**
- Celebration of **International Women's Day** and **International Mother Language Day.**

Student Exposure and Collaboration:

- Collaboration with other institutions through **MoUs**.
- Faculty exchange programs.
- Inviting talks by eminent experts.

Student Well-being and Holistic Development:

- Psychological counselling and mentoring.
- Organization of extracurricular and cultural activities.
- Community service activities through **NSS**.

Career Development and Placement:

- Organization of seminars and workshops on **job opportunities**, **career counselling and soft skills**.
- Dedicated sections for **newspapers and magazines** in the library.

NEP Implementation:

- Seminar on **'Paradigm shift in Higher Education in NEP 2020.'**
- Multidisciplinary approach through measures such as **faculty exchanges**, **interdisciplinary lecture series**, and **certificate courses** spanning various disciplines.
- The College has initiated **ABC registration** for students.
- Various skill-based **Add-on course and Certificate courses** are offered by the College.
- Promoting online education through **LMS portal, online classes, digital study materials and online assessments.**

Decentralized Governance and Participative Management:

- Responsibilities are decentralized, with the Principal consulting the Governing Body to delegate tasks to the IQAC Coordinator, TCS, Heads of Departments, and various subcommittee convenors.
- Staff members hold diverse administrative positions, including roles in the Governing Body, Finance and Purchase Committee, Bursar and various subcommittees,
- Non-teaching staff have representation in the Governing Body, IQAC, Admission Committee and

other important committees.

Participation in short and long-term perspective Plan:

Long-term plans focus on academic growth, online education, research ethos, and promoting local culture and industry. Short-term goals include maintaining regular classes, enhancing skills, organizing workshops, and facilitating extension activities through the NSS Unit.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

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

Response:

Hazi A.K. Khan College has a well-defined **organizational structure** that reflects **democratic governance**. The **organogram** of the college spells out the reporting relationships and communication channels of the faculty in various leadership roles with other stakeholders. The **institutional perspective plan** is **displayed on the college website** and **effectively deployed** by the college authority.

Effective & Efficient Functioning of the Institutional Bodies

The Governing Body, composed of representatives from teaching, non-teaching staff, and external members, governs the college with input from all stakeholders.

The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Teachers' Council. The Principal is assisted by the IQAC, the Departmental Heads, the Teachers' Council and the Non-Teaching Staff. The HOI monitors the campus through close circuit camera and thus e-Surveillance is active.

The Internal Quality Assurance Cell (IQAC) works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. The IQAC conducts internal academic and administrative audit of departments to monitor and ensure quality in the college. Various skill-based and quality events are also conducted by the college under the aegis of IQAC.

The Teachers' Council plays an active role in effective planning and implementation of academic

activities like teaching-learning, academic administration, curricular and extracurricular activities.

Academic Sub-Committee is responsible for the maintenance of standards of education, teaching and training, interdepartmental coordination etc. within the institute.

The finance committee evaluates and approves budgetary projections, plans and approves the allocation of funds for academic and physical infrastructure. The Bursar, appointed by the Governing Body manages matters related to internal finances of the college.

The librarian works with the Library Committee that looks after the purchase, subscription, maintenance and upgradation of library facilities.

The Admission Committee oversees admissions, while the Examination Subcommittee conducts various exams; the Routine Committee prepares timetables, the Sports Committee organizes sports events, and the Cultural Subcommittee arranges cultural programs.

Perspective Plan is Effectively Deployed

All progressive academic initiatives are implemented through rigorous planning which is initially proposed in Academic subcommittee/Teachers' Council/IQAC. Financial decisions are endorsed by Finance subcommittee and finally approved by the Governing Body. After the plans are executed, the outcome is further analysed and the feedback is shared among all stakeholders.

Appointment, Service rules, and Procedures

- Teaching and non-teaching posts are created by the Govt. of WB.
- Rosters are authenticated.
- Requisitions in prescribed format are sent to WBCSC as per advertisement.
- The appointment policy of permanent teachers in substantive posts is guided by UGC Rule:
- Transfer is allowed as per the rule of WB Government.
- The appointment policy of State Aided College Teachers (SACT) is guided by West Bengal Government:
- **Service Book Sub-Committee, PF, Arrear, Pay Fixation. DCF, AISHE uploading Sub-Committee** work to put into action government policies and plans in matters of employment and service conditions and promotion.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Performance appraisal system:

Teachers' appraisal is done through **Career Advancement Scheme (CAS), 360-Degree Feedback and Teachers' Diary.**

Career Advancement Scheme (CAS)

- The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) which is checked and verified by the IQAC Coordinator and the Principal.
- Promotions are based on the **PBAS proforma** for UGC Career **Advancement Scheme (CAS)** that is based on the **API score**.
- The faculty members are assigned additional duties and responsibilities besides academics. The institution takes these contributions in consideration in their overall appraisal.

360-Degree Feedback

College has developed "360-degree appraisal system" to monitor the scope, strength and weakness of the teachers for qualitative development.

In this Appraisal system feedback is sought from all stakeholders through

- Self-appraisal
- Online feedback of students
- Principal's appraisal
- Peer Apraisal

The report is **auto-generated** and considers the responses from all the four quarters. On the basis of the report, the Principal discusses with the respective teachers on necessary actions for improving their performance.

Teachers' Diary

- Hazi A. K. Khan College has developed **'Teachers' Diary'** system to maintain a systematic, retrievable record of duties discharged by teachers.
- At the end of each Month, Teachers submits the Teachers' Diary recording attendance, classes taken, other duties discharged, academic achievements outside college and leave record.
- The Principal with the help of IQAC reviews the inputs and authenticates them. This is an effective method of regular self-appraisal and appraisal by the college authority.

Appraisal of Non-Teaching Staff:

- Appraisal of the non-teaching staff is done by the Principal in the approval of Governing Body.

Welfare Measures for Teaching and Non- Teaching Staff

The college has effective welfare measures for its teaching and non-teaching staff:

Financial

- Financial assistance provided to teaching and non-teaching staff for **attending conferences/ seminars/ workshops/ FDP etc.**
- Teachers are members of registered '**Employment Cooperative Society Limited'** of the college and can **avail loan facility** as and when required.
- They can also avail **loan facilities** from **Provident Fund** as per Government rules.
- **Festival bonus** is provided to the non-teaching staff.
- **Advance salary** is sanctioned to teachers till their **pay fixation** is done.

Professional development

- **Duty Leave** over and above 15 days for participation in **Orientation, Refresher, and Short-Term Training Programmes.**
- Professional development programmes for skill up-gradation and training are organized for

faculty and non-teaching staff.
- Permission is duly granted to participate in Refresher Courses/Orientation Programmes to the teaching staff.
- Recognition of staff on **completion of Ph.D**.
- Teachers with **highest number of publications** are felicitated.

ICT Facilities

- Wi-Fi enabled college campus.
- Desktop facilities are provided in the Library and Teachers' Room.
- Laptops and projectors for ICT enabled smart classrooms.

General Support Facilities

- 24-hour power back-up.
- Separate departmental rooms are provided to the teaching staff.
- RO based water purifier for drinking water
- Canteen that serves nutritious and hygienic food.
- Facilities such as ramp, specially designed toilet etc. for differently abled staff and students.
- Identity cards for all staff
- Medical leave, child care leave, maternity benefits as per norms.
- Government Health Scheme for staffs.

Recreational Activities for Physical and Emotional Wellbeing

- Gymnasium facilities for both teaching and non-teaching staff.
- All staff are encouraged to participate in games on Annual Sports Day
- Annual Picnic is organised for the recreation of all stakeholder.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 27.45

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	01	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 21.98

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
01	05	06	05	03

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
08	08	08	08	08

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

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)

Response:

The college executes its financial strategies through Mobilisation and Utilisation of Fund under the Finance Sub-committee constituted with external and internal members. The institution mobilises funds and allocates enough budgetary provisions for the institution's future growth, the holistic development of students, and the welfare of the staff.

Mobilisation of Resources

The avenues for funding tapped by the institution are -

- Fees from students
- Grant-in-aid salary
- Government and Non-Government Scholarships
- Interest from Bank Deposits
- Funds from Government Agencies
- University Exam Fees
- Examination Centre Fees

Utilisation of Resources

- Remuneration for faculty and staff
- Seminars, Conferences, Workshops, Training, Expert Lectures, and other curricular activities
- Research, Innovation, and Consultancy

- Student Affairs
- Extension Activities
- Sports, Games, and Cultural Activities
- Prizes and Awards
- Staff welfare measures
- Electric Fees
- Creation and maintenance of physical and academic infrastructure
- IT Infrastructure
- Green Campus

Optimisation of Resources

The institution has a structured mechanism to monitor the effective and efficient utilisation of financial resources.

- Departmental heads and convenors of different subcommittees and office staff place their requisition of equipment, books, furniture, ICT resources, etc. This is to ensure timely and routine maintenance and upgradation of laboratories, library, computing facilities, classrooms, and equipment and facilities.
- The College has dedicated Finance Committee and Purchase Committee that helps in the preparation, division, allocation and utilization of funds.
- The allocations are reviewed by the Finance Committee and then ratified by the Governing Body.
- All purchases are done through a tender system. Each and every transaction is supported by the vouchers.
- The Purchase Committee decides the policy and procedure for purchasing any item.
- All financial documents and bills are processed by the accounts section, the Bursar and the Principal.
- All accounts are maintained by the Accountant.

Internal and External Audits

All funds are spent vigilantly and audited regularly. The optimum utilization of funds is ensured through **internal and external audits.**

- The audit aims to review whether the process of **the financial systems** is as per norms and if there are any deviations in the current process.
- Timely **Internal audits** and **government audits** make financial operations transparent and objectively defined. **Budgetary compliances** help financial management to ensure accountability.
- Various software systems as part of **e-governance** are used for **financial** transparency and accountability.
- **IT and GST returns** are submitted every year within the stipulated filing date.
- All the reports are placed before the **Finance Sub-committee** and endorsed by **GB**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The **Institutional Quality Assurance Cell (IQAC)** in the college operates in accordance with the guidelines laid out by the **University Grants Commission (UGC).** Its primary objective is to oversee and enhance the qualitative aspects of the institution, focusing on **teaching methodologies, evaluation systems, stakeholder feedback, and overall academic and administrative activities.**

The **IQAC** of the college has contributed significantly in the following areas:

- The IQAC conducts **regular meetings** with the **Academic Sub-committee** to ensure adherence to university guidelines in curriculum transaction. It emphasizes **innovative teaching methods, frequent formative evaluations, and compliance** with educational reforms like **CBCS or NEP 2020.**
- IQAC maintains liaison with the Teachers' Council to facilitate **faculty exchanges and fosters interdepartmental collaboration** in teaching and learning processes.
- It emphasizes proper **documentation of activities,** transparency in academic and administrative affairs, and the promotion of **activity-based learning and career-oriented practices** aligned with global teaching-learning trends.
- IQAC motivates stakeholders to reassess work processes, and guides faculty members to adopt innovative teaching practices, **ICT-based learning approaches.**
- The IQAC is committed to impart value education in the Institution. A number of **certificate courses** and various **Add-on courses** are offered to the students under the guidance of IQAC.
- The IQAC acquaints faculty members with global perspectives in education through **seminars** and workshops.
- **Orientation program** for newly admitted students is organized under the guidance of IQAC:
- To address the shortage of teachers and enhance learning outcomes, IQAC recommends signing MoUs with neighboring institutions for faculty exchanges.
- IQAC has instituted a **360 Degree feedback** system that collects responses from students, teachers, peers and Principal. These responses are recorded and appropriate action is taken.
- During the pandemic, IQAC guided teachers in maintaining mental health support for students and transitioning to virtual teaching.
- IQAC communicates recommendations to the college administration, leading to various

infrastructural developments, website restructuring, office automation, library digitization, and enhancement of teaching facilities.

- IQAC conducts **annual academic and administrative audits**
- With the recommendation of IQAC the college has provided **financial aid** for the publication of a number of **edited books.**
- IQAC supervises the **Mentorship Programme** meticulously and conducts mentor-mentee interaction. Organising **parent-teacher meets** for a better coordination is another important role played by the IQAC.
- IQAC initiates **MoUs with organizations** for environmental initiatives, skill enhancement programs, and karate training for female students to promote **self-defense mechanisms**.
- Monitoring Code of Professional Ethics for Teachers, Code of Conducts for Non-teaching Staff and Code of Conducts for Students.
- Environmental awareness and conservation activities in the college are conducted under the guidance of IQAC.
- IQAC regularly carries out **Performance Appraisal** of its teachers and adopts **Career Advancement Scheme** for the promotion of its teachers.

Incremental improvements in various activities

- Increase in number of activities conducted in college like **certificate courses** and **Add-on** courses.
- Improvement in performance in academics, **sports & cultural activities and placement.**
- Increase in research publications in journals
- Increase in publication of **Edited books**
- Infrastructural enhancement

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

Response:

A **Gender Audit** is a systematic examination of an **organization's policies, practices, and procedures** to assess their impact on **gender equality and identify areas for improvement. The Internal Complaints Committee (ICC)** of **Hazi A.K. Khan College** conducted a **Gender Audit** to evaluate the institution's commitment to **gender equality** and address any existing **disparities. Jakiron Bibi,** Ex member of ICC and Secretary, **Hariharpara Kanyashree Yodha, Mohila Samity** was also invited to the existing list of ICC members for her **expertise in gender issues**.

Key Findings:

- Female enrollment exceeded male enrollment in most academic sessions
- The college has a **safe and secure environment** for all genders within the **college premises.**
- The teaching faculty predominantly comprised male members.
- Women were significantly underrepresented in non-teaching staff positions.
- Female representation in the governing body and IQAC was lower than expected.
- The college organises numerous awareness programs to foster a gender-sensitive mindset.
- The survey conducted among students revealed varying levels of awareness and sensitivity towards gender issues.

Recommendations:

- Bridge the gender gap by promoting inclusivity and gender equality.
- Appoint more women as non-teaching staff to address the underrepresentation of women in these roles.
- Offer more job-oriented courses and internship opportunities for female students to empower them economically.
- Increase participation in self-defense mechanisms to enhance the safety of female students.

The **Gender Audit** conducted by **ICC, Hazi A.K. Khan College**, sheds light on existing **gender disparities within the institution** and outlines **measures to promote inclusivity and gender equality**. By implementing the recommendations, the college can create a **more balanced and equitable environment** for all members of the community.

Measures For the Promotion of Gender Equity

Safe and secure Campus Environment

- The college campus has **24/7 CCTV surveillance**.
- **A security guard** is on duty at the college gate during working hours.
- **Identity Cards** are issued to all students and is **mandatory for entry** into the college.
- The college has a **Code of Conduct** that advocates **inclusivity and gender equality** among all stakeholders.
- **First-Aid Box** is maintained in the college.
- **Separate washrooms** for the male and female teaching staff, non-teaching staff and students are provided.

Counselling and Guidance

- The college provides support to the female students by organizing **career counselling**, **health & hygiene** awareness camps, along with programmes on **mental health.**
- The **mentor-mentee** system enables the female students to interact with the faculty and find solutions.

Girls' Common Room

- The College has **separate girls' common room.**
- The room is facilitated with **washroom, sanitary napkin vending machine and indoor games.**

Child Care Centre

- The college in its attempt to help the faculty or students having toddlers, has established **Child Care Room.**

Internal Complaints Committee

- An **Internal Complaints Committee** is set up whose details are displayed on the **college website and campus.**
- The committee can be easily approached whenever required by all.

Complain Box

- The institution has installed the **complaint box** at the entrance of the Annex Building for all the students to share their complaints.

Additional Measures:

- The college offers a range of **add-on courses and certificate courses** designed to enhance the skills and employability of female students
- **Certificate course** on **Self-defense Mechanism** empower female students.
- The college provides discounted **nursing training programs.**
- Regular **seminars and workshops** on gender-related issues, women's empowerment, and gender equality are organised.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

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)

Response:

Hazi A. K. Khan College strives to provide an inclusive environment for students, staff and stakeholders. The college has carefully curated various efforts and initiatives promoting tolerance and harmony towards religious, cultural, regional, linguistic, socioeconomic diversity. Various activities/events have been organized in our institute to increase consciousness about tolerance and harmony.

- The College strictly follows the **Reservation rules** for admission as per directives of Central and State Governments as well as the University of Kalyani. **The Minority Cell and Committee for SC, ST** of College sensitize everyone towards an inclusive environment.
- The college provides necessary assistance to students of the **SC, ST and Other Backward Class community** in acquiring various **Government scholarship.** The scholarship helps students of the socially and economically marginalized section in continuing their study.
- **Birthdays of eminent cultural figures** are celebrated vehemently to spread unity in diversity among students and stakeholders. The college celebrates the birth anniversary of eminent personalities such as **Swami Vivekananda, Gandhiji, Vidyasagar, Rabindranath Tagore, Begam Rokeya, Kazi Nazrul Islam, Ramendra Sundar Trivedi, Mother Teressa, Sukanta Bhattacharya etc.**
- The college celebrates important local and national cultural events to create an environment of inclusiveness. A dedicated **Cultural Committee** has been constituted by the college to manage and organize various cultural programmes. The College celebrates a wide range of events, spreading the message of cultural harmony, such as **Bengali New Year's Day, World Heritage Day, Quit India Day, Indian Constitution Day, Buddha Purnima, Tarumitra Utsab,**

Barsamangal, Faguner Nabin Anande, Kite Festival, World Cultural Diversity Day etc.

- To assist accessibility, the college has erected ramps and Divyang (differently abled) bathrooms, ensuring that those with impairments can navigate the campus with ease.
- The IQAC has framed a **Code of Conduct** for all stakeholders. The **Code of Conduct** is displayed on **the website** and the **college campus.**
- Aligned with the aim of **spreading equality and harmony,** the college organizes seminars, workshops, special lectures, student seminar to enrich cultural competence and awareness of different sociopolitical identities and gender positions.
- The College celebrates **International Mother Language Day** to highlight cultural and linguistic diversity and to encourage tolerance and respect for different cultures among students.
- **NSS Unit of Hazi A.K. Khan College** carries out various extension programmes at the vicinity of Hariharpara. During the pandemic, NSS Volunteers extended support to the needy people living in the Hariharpara Block area, providing them foods, sanitizer and masks.
- **NSS Unit** of the college organizes **Blood Donation Camp** every year to create awareness and generate sense of responsibility towards society through teamwork. The **International Yoga Day** in every year is celebrated.
- Through the curriculum in UG courses in subjects like **English, History, Political Science students** are taught about cultural diversity, gender equality and constitutional obligations. Regular observance of **Independence Day** and **Republic Day**, remind students and staff of their constitutional obligations.
- A couple of seminars has been organized by the IQAC to incorporate research ethics among students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

Best Practice - 1

Title of the Practice: "Our Tradition, Our Pride: Promoting and Showcasing the Local *'Gamchha'* Industry"

Objective of the Practice:

The objective is to **revive and promote local small-scale industry**, showcasing our appreciation for our

nation's rich textile tradition. This practice aims to instill **pride in indigenous cultural heritage**, **encourage sustainable practices**, and provide **skill development opportunities** for students in power loom and handloom industry.

The Context:

'Gamchha' is local eco-friendly khadi product, a type of indigenous towel used predominantly in rural Bengal. Hariharapara block, where the college is situated, is famous for local small scale power loom and handloom industry. These industries produce various types of *'Gamchha'* and export them throughout Bengal and beyond.

In an era where traditional textiles were being overshadowed by modern fabrics and globalized trends, there is a need to revitalize interest in India's rich textile heritage. The incorporation of the practice would help in promoting and empowering our local artisans by making the product accessible to a wider set of people. Additionally, promoting indigenous textiles like *'Gamchha'* aligns with sustainable development goals of the college.

The Practice:

The college actively promotes the *Gamchha* through various initiatives:

* The college has signed **MoUs with three *Gamchha* industries** with the objective of involving college students in ***Gamchha* weaving**, providing **placement in related field**, participating in **workshop** etc.
* The college **uses the *Gamchha*** while **felicitating guests/dignitaries** during seminars, conferences, workshops, and other activities in the institution.
* **Exhibition** has been organised to showcase beautifully crafted *Gamchha*. The exhibition resulted in significant number of sales.
* Students are encouraged to explore the cultural and economic significance of *Gamchha* through projects and field survey. Department of Geography has organised a survey in Tartipur village, the hub of indigenous *Gamchha* industry.

Evidence of Success:

The college has seen increased student engagement and interest in traditional textiles and active participation in *Gamchha*-related activities. Sales of *Gamchha* products have generated income for local artisans and contributed to the revival of traditional weaving communities. Appreciation and praises form diverse range of institution and individual indicates a growing popularity for indigenous textiles and cultural heritage.

Problems Encountered and Resources Required:

Challenges may include limited awareness about traditional textiles, the need for skilled instructors in traditional weaving techniques. Resources required include funding for workshops, equipment, and more collaborations with local artisans and weaving communities.

Notes:

The college would strive to integrate traditional textiles into relevant courses, and provide hands-on training in traditional weaving techniques. Emphasizing the sustainability and cultural significance of indigenous textiles can enhance students' understanding and appreciation of their heritage.

Best Practice -2

Title: "360-Degree Appraisal: Enhancing Teacher Performance"

Objectives of the Practice: The primary objective of implementing a comprehensive **360-degree feedback system** is to conduct a thorough evaluation of teacher performance from various perspectives. This includes gathering feedback anonymously from multiple sources to assess **teachers' strengths and weaknesses.** Through this process, the college aims to drive **qualitative development in teaching, ultimately enhancing the overall quality of education provided**.

The Context: Traditional performance evaluations often lack depth and fail to provide a holistic view of teacher effectiveness. By adopting a **360-degree feedback approach**, raters gain deeper **insights into teachers' performance**, enabling them to set **clearer expectations and strive for continuous improvement**. This context underscores the importance of **leveraging diverse perspectives** to inform professional development and enhance teaching effectiveness.

The Practice:

The 360-degree appraisal system consists of several integral components:

1. **Self-Appraisal:** Teachers assess their own performance, reflecting on their strengths, areas for improvement, and professional goals.
2. **Principal's Evaluation:** The principal evaluates teachers' performance based on observations, interactions, and overall contributions to the college community.
3. **Student Feedback on Teachers:** Students provide feedback on their teachers' effectiveness, teaching methods, communication skills, and overall impact on their learning experiences.
4. **Peer Assessment:** Colleagues and fellow teachers assess each other's performance, offering valuable insights and constructive feedback from a professional standpoint.

The report is **auto-generated** and considers the responses from all the four quarters. On the basis of the report, the Principal discusses with the respective teachers on necessary actions for improving their performance.

Evidence of Success: Successful implementation of the 360-degree feedback system is evidenced by several key indicators:

- Overall improvements in teacher performance, as evidenced by enhanced teaching practices, increased student engagement, and improved learning outcomes.
- Enhanced work relations among teachers, administrators, and students.
- Increased productivity and efficiency among faculty members.
- A conducive environment for teaching, research, and efficiency enhancement, characterized by open communication, collaboration, and a culture of continuous improvement.

- Improved communication with students, leading to better problem-solving, resolution of conflicts, and a more positive and inclusive learning environment.

Problems Encountered and Resources Required: While implementing the 360-degree feedback system, institutional authority may face challenges such as resistance to change, logistical issues, and the need for adequate resources and support. Overcoming these challenges requires strong leadership, effective communication, and a commitment to ongoing professional development. Providing resources such as training, technology infrastructure, and dedicated time for feedback and reflection is essential to the success of this practice. Additionally, developing clear action plans based on feedback and ensuring follow-through are critical for realizing meaningful improvements in teacher performance and student outcomes.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

"Empowerment in Action: Women, Environment, and Student Wellness"

Hazi A. K. Khan College was established with a focus on providing higher education opportunities, especially for girls from economically weaker and rural backgrounds. Central to the college's vision and mission are **the empowerment of women, environmental sustainability, and holistic student development.** Today, the College stands as a beacon of empowerment, fostering an environment where **women thrive, sustainability flourishes, and student wellness takes center stage**.

Empowering Women

Aligned with the visionary aspirations of **Hazi Abdul Kader Khan**, whose benevolent **donation of land** facilitated the establishment of the college, we ardently acknowledge the profound impact and **transformative potential inherent in empowering women**. Through a range of initiatives and support systems, we aim to create an **environment where female students, faculty, and staff can thrive academically, professionally, and personally.**

- **Safe and Secure Campus Environment:** Ensuring the safety and security of female students within our campus is paramount. With **24/7 CCTV surveillance, dedicated security personnel**

stationed at the college gate, and **mandatory identity card issuance for entry**, we create a secure environment conducive to learning and growth. Our **Code of Conduct** advocates inclusivity and gender equality.

- **Counselling and Guidance:** Empowering female students goes beyond academic excellence; it involves addressing their holistic well-being. Our college organizes **career counseling**, **health awareness camps,** and **mental health programs to** provide essential guidance and support. The **mentor-mentee system** facilitates meaningful interactions between students and faculty, enabling personalized mentorship and problem-solving.
- **Girls' Common Room:** Recognizing the importance of providing a **safe space for female students,** we have established a **dedicated girls' common room**. Equipped with **washroom facilities, a sanitary napkin vending machine**, and **indoor games**, the common room offers a comfortable and empowering environment for **relaxation and socialization.**
- **Child Care Room:** Supporting faculty, students and visitors with childcare responsibilities, our college has established a **Child Care Room**. This initiative demonstrates our commitment to inclusivity and family-friendly policies.
- **Internal Complaints Committee:** To address any grievances or concerns related to gender equity and harassment, we have set up an **Internal Complaints Committee.** Transparently displayed on our website and campus, the committee ensures easy accessibility and prompt resolution of complaints.
- **Complain Box:** Encouraging open communication and feedback, we have installed **complain boxes across the campus.** This initiative provides students with a platform to voice their concerns anonymously, allowing us to address issues promptly and effectively.
- **Skill Enhancement Courses:** Our range of **add-on and certificate courses** aims to enhance the **employability and skillset** of female students, empowering them for future endeavors.
- **Self-defense Mechanism Course:** Through Certificate course on self-defense and a Yoga Centre we equip female students with **practical skills and confidence** to navigate challenging situations, promoting empowerment.
- **Discounted Nursing Training Programs:** By offering discounted nursing training programs, we facilitate access to **valuable skill development opportunities**, empowering female students to pursue careers in healthcare.
- **Seminars and Workshops: Regular seminars and workshops** on **gender-related issues, women's empowerment, and gender equality** foster awareness and advocacy, driving meaningful societal change.

Green Initiatives:

Environmental stewardship is at the heart of our mission at Hazi A.K. Khan College. We believe in the importance of **sustainability and preserving** the natural world for **future generations.** Through a **myriad of green initiatives,** the college is dedicated to **creating a campus** that not only educates but also inspires **environmentally conscious behaviors and practices.**

- **Gardens and Green Spaces:** Our picturesque campus features lush gardens, including a flower garden named '*Gulbagicha'*, two **medicinal plant gardens** and **Kitchen Garden** inside the college campus, promoting biodiversity and eco-awareness among students and staff.
- **Rainwater Harvesting and Groundwater Recharging:** Sustainable water management practices, such as rainwater harvesting and groundwater recharging, contribute to **water conservation efforts to** mitigate the impact of **water scarcity.**
- **Renewable Energy:** Solar power panels ensure sustainable practices **reducing our carbon**

footprint and promoting renewable energy adoption.

- **Hygienic Facilities:** Maintaining **hygienic canteen, washroom cleanliness, and purified drinking water** prioritize the health and well-being of our students.
- **Awareness Programmes:** Numerous awareness programmes have been arranged by various cells and subcommittees to promote environmental awareness and sustainable development. The NSS Unit of the college actively organised numerous activities including **"Plastic Borjon Awareness Programme" (preventing the use of plastic), Save drinking water, "Awareness Programme on Global Warming", Parthenium Weed Uprooting Campaign** etc.
- **Extension Activities:** The **NSS unit** has orchestrated a diverse nature conscious extension and outreach programmes including **Tree Plantation, Sapling Distribution, Cleanliness drives, water conservation** programmes etc.

Student Welfare:

At **Hazi A.K. Khan College**, the well-being of our students is paramount. Through comprehensive support systems the college prioritizes the holistic development of our students. Our goal is to nurture individuals who are not only academically proficient but also resilient, healthy, and engaged members of society.

- **Mental Health Support: Counseling services, awareness programs, and regular health check-ups** address students' mental health needs, reducing stigma and promoting well-being.
- **Academic Support: Blended learning approaches, ICT-enabled classrooms, and a central library** facilitate access to resources for all students. Establishing a **poor fund, Felicitation of rank holders, Wi-Fi facilities promote student welfare.**
- **Health and Safety:** Regular **health check-ups, blood donation camps, and hygiene initiatives**, promote physical well-being and safety of students. Proactive steps like providing **a safe and clean campus environment**, **napkin vending machine for female students, Arsenic free drinking water and clean toilet** contribute significantly to holistic students' wellness.
- **Extra-Curricular Activities:** Regular **seminars, workshops cultural programmes and sports events, heritage walk, study tour, excursion, field trip, and other extension activities and outreach programmes** enrich students' overall experience and community engagement.
- **Scholarship:** Assistant and guidance are provided to students from lower socio-economic backgrounds helping them to acquire scholarships from various govt. scheme.
- **Inclusive Practices: Awareness campaigns** and **accessible facilities** accommodate the needs of **differently-abled students**, promoting **inclusivity and diversity** within our academic community.

The measures undertaken by **Hazi A.K. Khan College** reflect our unwavering commitment to **women empowerment, sustainability, and student welfare**. By prioritizing these core principles, we strive to create an inclusive, safe, and enriching environment where every individual has the opportunity to thrive and contribute meaningfully to society.

File Description	Document
Any other relevant information	[View Document]
Appropriate web in the Institutional website	[View Document]

5. CONCLUSION

Additional Information :

Future Plans of the College

- College will plan to create various provisions for offering **Multidisciplinary Subjects** for the **Proper Implementation of NEP-2020.**
- Keeping with the thrust on **'Atma Nirbhar Bharat',** the college will attempt for more **extensive promotion** of local khadi product like **Gamchha**, making provision for national and global exposure leading to **economic upgradation** of local artisan and e**mployability** of students.
- College will take initiative for the introduction of **Add-on Courses** and **Skill-Oriented Certificate Courses** on more diversified topics.
- College will promote more **Capacity Building Programmes and Skill Enhancement Activities** for the holistic development of the students.
- **New Education Policy** opened up an opportunity for the college to **Execute Inter-Disciplinary/ Multidisciplinary based Research & Academic Activities** for the students and teachers.
- The College will endeavor for the procurement of **Central Research Facility** required for research and academic activities as well as encourage the faculty members to opt for **Research Projects and Publications.**
- More **Extension and Social Outreach Programmes will be** conducted in collaboration with NGOs through active participation of the NSS Unit.
- College will continue its **Environmental Awareness and Protection Activities** through tree plantation and sapling distribution drives.
- College will plan for the **proper management of the maintenance and upgradation** of the existing facilities in the premises.
- College will design for creating possibility of generation and utilization of more **renewable energy sources** in the campus.
- The institution's future plans include introduction of **Science and Commerce** streams to broaden academic offerings and cater to diverse student interests.
- The college will strive for the introduction of PG courses two cater further Academy Pursuit of its students.
- The college will also try to establish an **open/distance** education center.
- The college aims to incorporating a **NCC unit** to provide students with opportunities for leadership development and national service.
- Strengthening the **internship program in industries** to bridge the gap between academia and real-world applications is another future plan of the college.
- Establishing an **Incubation Centre for Innovative Ecosystem** can foster entrepreneurship and industry collaboration in future.
- The college would strive for opening **new departments with governmental support** can enrich academic offerings and meet evolving educational needs.

Concluding Remarks :

Hazi A.K. Khan College, established in 2008 with a noble vision of providing higher education opportunities to the local community, particularly girls, has made significant strides in its journey towards academic

excellence and societal impact. Guided by a **dynamic Principal** and supported by **dedicated faculty and staff, the college** has emerged as a **ray of hope and progress** in the rural landscape of **Murshidabad District, West Bengal**.

The institution's commitment to nurturing **responsible citizenship, promoting gender equality, and preserving local culture and tradition** is evident in its mission and vision. Through a range of initiatives and programs, the college endeavors to create an inclusive and nurturing environment conducive to **holistic development and academic growth**.

While the college boasts numerous strengths, **including modern infrastructure, digitized library facilities, and a supportive administrative framework**, it also grapples with certain **weaknesses and challenges**. These include limitations in research funding, socio-cultural barriers such as **child marriages and economic disparities.** However, the institution remains determined to seize opportunities, such as **expanding academic environment, enhancing collaborations and community engagement.**

Hazi A.K. Khan College stands at a critical juncture in its evolution, with a solid foundation. Though the development was curbed due to the **unfortunate lockdown during the pandemic**, the college is trying to realize its founding vision and emerge as an **institution for education and social and economic upliftment in the region.**

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 636 Answer after DVV Verification: 537 Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded due to repetitive names
3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* 3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years** Answer before DVV Verification:

<table>
<tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr>
<tr><td>30</td><td>14</td><td>2</td><td>2</td><td>4</td></tr>
</table>

Answer After DVV Verification :

<table>
<tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr>
<tr><td>3</td><td>1</td><td>0</td><td>0</td><td>0</td></tr>
</table>

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded as those programs was not related to Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship

| 3.3.1 | **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**
Answer before DVV Verification: |

<table>
<tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr>
<tr><td>8</td><td>2</td><td>2</td><td>4</td><td>4</td></tr>
</table>

Answer After DVV Verification :

<table>
<tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr>
</table>

1	1	1	1	0

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded as those publications were not UGC Care List.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
42	0	6	2	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	6	2	5	0

Remark : DVV has made changes as per prescribed format shared by HEI and values have downgraded based on calendar year (JAN-DEC)

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.* 3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
14	11	3	8	9

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	11	3	7	7

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgarded as we have excluded National festivals, Days celebrations like Yoga day, Women's day etc.

5.1.1	*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1368	1502	955	1021	840

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1368	1502	955	847	702

Remark : DVV has made necessary changes as per EP 1.1

5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1737	1284	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1467	1284	0	0	0

Remark : DVV has made necessary changes as per EP 1.1

5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the last five years*

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
08	15	0	02	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19

15	0	0	2	0

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded based on calendar year (JAN-DEC).

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** 5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	4	0	6	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8	4	0	3	0

Remark : DVV has made changes as certificates shared by HEI and values have been downgraded as we have excluded participation and award for team event to be counted and have excluded intra college and inter college awards

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
68	41	0	16	25

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
16	12	0	6	9

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded as Multiple activities on the relatively closer dates to be considered as one and have excluded days celebration activities like Yoga Day, Indian Constitution Day, Teachers Day, Foundation Day, Republic Day etc.

6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
25	01	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
13	01	0	0	0

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded due to repetitive names.

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years* 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
16	20	09	06	03

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
01	05	06	05	03

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
08	08	08	08	08

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
08	08	08	08	08

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded due to repetitive names and further we have excluded MDP and FDP less than 5 days.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations