

TARAKESWAR DEGREE COLLEGE

Tarakeswar, Hooghly, West Bengal, PIN-712410

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The Annual Quality Assurance Report (AQAR) of the IQAC Session : 2009-2010

Part – A

I. Details of the Institution

1.1 Name of the Institution	TARAKESWAR DEGREE COLLEGE
1.2 Address Line 1	Tarakeswar
Address Line 2	Tarakeswar
City/Town	Hooghly
State	West Bengal
Pin Code	712410
Institution e-mail address	info@tarakeswardegreecollege.org
Contact Nos.	03212-276269
Name of the Head of the Institution:	Dr. Amal Kanta Hati
Tel. No. with STD Code:	033-2664-4692
Mobile:	9433357752
Name of the IQAC Co-ordinator:	Md. Shanawaz
Mobile:	9475196191
IQAC e-mail address:	iqac@tarakeswardegreecollege.org
1.3 NAAC Track ID	WBCOGN13289
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	March 31, 2007/216

1.5 Website address:

www.tarakeswardegreecollege.org

Web-link of the AQAR:

www.tarakeswardegreecollege.org/submission/tdc_aqar_format_2009-10.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2007	2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15.10.2007

1.8 AQAR for the year

2009-2010

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR **2007-08 submitted to NAAC on 31/07/2010** (DD/MM/YYYY)
- ii. AQAR **2008-09 submitted to NAAC on 17/04/2014** (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Certificate course in Functional & Communicative English.

1.12 Name of the Affiliating University (for the Colleges)

The University of Burdwan

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (Specify)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC has made significant contribution to the all round development of the college. It has implemented the following recommendations made by the NAAC Peer Team during its visit to the institute in March 2007 :

- i) Science Programme (Computer Science (H) & Physics (G) have been introduced for the benefit of the students of the locality and surrounding areas.**
- ii) A certificate course in Functional/Communicative English has been introduced.**
- iii) A language lab has been set up.**
- iv) A Career Counselling Cell for students has been set up to provide guidance to students about competitive and other job related examinations.**
- v) Internet has been installed in the central library.**
- vi) 2008 new books have been purchased for the central library.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
IQAC planned to introduce new subjects/programmes, enhance infrastructural facilities, increase students' support programmes, set up a career counselling cell, strengthen the mechanism of collecting feedback from all stakeholders and make future plans for all-round development of the college on its basis.	(a) Computer Science (Honours) and Physics(General) have been introduced. (b) Five new classrooms and a laboratory have been built up. (c) All students related services in the college office have been computerized. An information counter for students has been opened and a digital notice board has been installed. (d) The teachers' room and the meeting hall have been renovated.

Academic Calendar of the year 2009-10 (See Annexure-I)

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

Plan :

1. Infrastructure : The IQAC suggested to the college authority to augment infrastructural facilities in the college and purchase new equipments like computer for the benefits of the students.
2. Office Management : The IQAC advised the college authority to purchase more computers for the college office and introduce a fully computerized system of office management. It also proposed to open a well-equipped information counter for the students in the college office.
3. Academic Excellence : (i) The IQAC advised the college authority to introduce new subjects like Computer Science (General), Chemistry (General) and Sanskrit (Honours) in compliance with the demands of the students community. (ii) It was also decided that the IQAC would meet the faculties from time to time to motivate and encourage them to continue research oriented activities and participate in National/International seminars. (iii) The IQAC would also advise the departments to purchase the latest editions of text and reference books and subscribe to academic journals.
4. Students Support/Progression : The IQAC suggested to the college authority to set up a career counselling cell to provide guidance to the students about various competitive and job related examinations.
5. Extension Activities/Outreach Programmes : The IQAC advised the NSS Programme officers to undertake outreach programmes in greater number to generate public awareness about various health-related issues and social ills and motivate the students to actively participate in social works which would lead to the development of team spirit among the volunteers and sensitize them to the socio-economic evils prevailing in the surrounding communities.

Achievement :

1. Infrastructure : (i) 5 new class rooms and one well equipped computer laboratory (with internet connection) have been set up. (ii) Renovation of the Teacher's Room and the meeting hall has been done. (iii) New equipments including 14 computers have been purchased for the upgradation of the Computer Science Lab. (iv) The ground floor of the Girls' Hostel has been completed.
2. Office Management : Admission, fees collection and some other students-related service have been computerized. An information counter with a telephone and a computer has been opened this year. A digital notice board has also been installed in front of the college office. The Company which installed softwares in the office computers gave training about their use to the non-teaching staff.
3. Academic Excellence : (i) Physics (General) and Computer Science (Honours) have been introduced during this academic session. (ii) Four academic papers have been published in Peer Review Journals. (iii) One book has been published. (iv) The faculties of various departments participated in one international and 25 national seminars. 11 papers have been presented in national level seminars.
4. Students Support/Progression : (i) Financial support in the form of students' concession in Tuition and other fees have been given to 409 students. (ii) Government scholarships have been received by 485 students. (iii) Scholarships from other sources have been received by 32 students. (iv) The college also facilitated the students' participation in various sports competitions.
5. Extension Activities/Outreach Programme : (i) The four units of NSS organized a seminar on AIDS and a Special Camp on the theme : 'Healthy Youth for Healthy India'. Rallies with posters were organized to generate public awareness about the dangers of AIDS and about the ways to prevent this killer disease.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	12	02	01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			01
Others				
Total	13			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **Open Options.**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	12

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

Analysis of the feedback : See Annexure-II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College does not update the syllabus but gives suggestions for updating the syllabus to the university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, Computer Science (Honours) & Physics (General) have been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	53	13	03	1 (Principal)	36

2.2 No. of permanent faculty with Ph.D. 08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	06	07								

2.4 No. of Guest and Visiting faculty and Temporary faculty Nil Nil Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	11	
Presented papers	1	5	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The institution adopted a number of innovative processes in Teaching and Learning, e.g. combination of lecture method and other methods such as e-classes, use of charts and maps, organising students' seminars and setting MCQR type questions in class tests. It also enhanced the teachers' competence to promote learner participation, identify weaker students and arrange remedial coaching classes for them.

2.7 Total No. of actual teaching days during this academic year 190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Three Unit/Class tests were taken by all departments.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop Nil Nil 2

2.10 Average percentage of attendance of students\ 61%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. (General)	238	218		0.42	24.68		66.4
B.A. (Hons. in Sociology)	50	28		0	28		
B.A. (Hons. in Bengali)	45	44		2.22	95.99		
B.A. (Hons. in History)	29	29		3.44	96.44		
B.A. (Hons. in English)	32	23		3.12	68.75		
B.A. (Hons. in Geography)	11	10		90.90			
B.Com (General)	15	15			26.66		73.3
B.Com (Hons. in Accountancy)	23	15		65.20			

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC in its meeting with faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare a time schedule for term tests & to convene term review meetings. It also collects annual reports from the departments and assesses/evaluates their performance and progress. IQAC also suggests to the departments to organize e-classes, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	1
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16			03
Technical Staff	02			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC regularly meets with the teachers and advises them to publish anthology of research articles, academic papers, wall magazines and participate in refresher and orientation courses. It also suggests to the heads of the departments to apply to the UGC for funds to organize national level seminars and subject related workshops in the college, to encourage their departmental colleagues to participate and present papers in seminars held elsewhere and submit proposals for minor research projects. Moreover, IQAC persuades the college authority (the Principal and the Governing Body) to sanction leave and necessary funds to the faculties to facilitate such activities. These are some of the initiatives taken by the IQAC to sensitize and promote research climate in this college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	4	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	5	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	N.A.	N.A.	N.A.
Minor Projects	Nil	N.A.	N.A.	N.A.
Interdisciplinary Projects	Nil	N.A.	N.A.	N.A.

Industry sponsored	Nil	N.A.	N.A.	N.A.
Projects sponsored by the University/ College	Nil	N.A.	N.A.	N.A.
Students research projects <i>(other than compulsory by the University)</i>	Nil	N.A.	N.A.	N.A.
Any other(Specify)	Nil	N.A.	N.A.	N.A.
Total	Nil	N.A.	N.A.	N.A.

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A.

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	3	5
Sponsoring agencies	Nil	Nil	Nil	BU NSS Dept.	College fund

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level 185 State level Nil
National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil
National level 58 International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil
National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="5"/>
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="6"/>
		Any other	<input type="text" value="Nil"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The N.S.S. Units of TARAKESWAR DEGREE COLLEGE held various programmes in 2009-2010. During normal activities lots of cleaning and plantation programmes were held in adapted villages. Rally, wall postering, seminars and workshops were also organised

On 26.7.09—volunteers of four units visited their adapted villages. They made a survey of the social-economic condition of villagers.

On 15th August,2009 N.S.S.units observed Independence Day.

On 5.9.09.-N.S.S.volunteers observed College Foundation Day. The College premise was cleaned. A tree plantation programme was held.

N.S.S. volunteers also organized a short rally in their adapted villages with posters on various social and health issues.

On14.03.10—A seminar was organized in collaboration with Red Ribbon Club. Resource persons deliberated on the menace and prevention of AIDS and on the importance of blood donation.

On 27.03.10---A workshop was held with the financial assistance of Burdwan University to celebrate the Golden Jubilee year of the University. Dr.Deb Kr Panja (I.C. and Co-coordinator of N.S.S.,B.U.) Inaugurated the Programme.Programme Officers and Volunteers of various colleges of Arambagh Zone participated in this programme. Various resource persons delivered lectures and students actively participated in this workshop.

Four N.S.S. units of Tarakeswar Degree College organized a special camp from 07.10.09 to 13.10.2009.the theme of the camp was 'HEALTHY YOUTH FOR HEALTHY INDIA'.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.54 acres	N.A.	Donation	3.54 acres
Class rooms	17	5	College	22
Laboratories	2	1	UGC	3
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	14	14		28
Value of the equipment purchased during the year (Rs. in Lakhs)	6.96	3.32	UGC	10.28
Others		Ground floor of Hostel Building		

4.2 Computerization of administration and library

Administration is fully computerized and Library is partly computerized with Internet connection.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	11239	419269.13	2008	377053.00	13247	796322.13
e-Books			16			
Journals & Periodicals	17 Issues 555	10142.00	Nil Issues 208	4914.00	17 Issues 763	15056.00
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	14		Connected 2mbps speed			11	3	

Added	14	01						
Total	28	01				11	3	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The college provides computers and internet access to teachers and students and arranges training programmes for them with the help of Computer Science Department.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.25
ii) Campus Infrastructure and facilities	1.15
iii) Equipments	0.06
iv) Others	0.20
Total :	1.66

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organised meetings with the students to enhance their awareness about student support services which are available in the college. Available support services are also notified for the benefit of the students. Moreover, information about these services is also displayed on the website and the digital display board of the college.

5.2 Efforts made by the institution for tracking the progression

There is no mechanism in the college as yet to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2976	N.A.	N.A.	N.A.

(b) No. of students outside the state

N.A.

(c) No. of international students

N.A.

Men	No	%	Women	No	%
	1511	50.77		1465	49.23

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2177	388	81	146	6	2792	2244	446	105	181	13	2976

Demand ratio : 2 : 1

Dropout % : 13.26 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations **College has no such mechanism.**

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

The college has a students' counselling cell but no programme was arranged by the cell during the year.

No. of students benefitted **Nil**

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

A seminar was organized by the Women Cell on the occasion of International Women's Day on 08.03.2010.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level **75** National level **03** International level **0**

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level **01** National level **02** International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	409	244572.00
Financial support from government	485	1184000.00
Financial support from other sources	32	96000.00
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

12 grievances were received from the students. All the grievances were satisfactorily redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the College

Dissemination of Learning among all members of the society across narrow barriers of caste, creed and religion and also among the economically challenged.

Mission of the College

From Quality Awareness through Quality Assurance to Quality Sustenance.

6.2 Does the Institution has a management Information System

Yes, the college used a college management software (CMMS) in the office by which all information regarding students teachers and non-teaching staff, admission, examination and college accounts is collected and disseminated.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Since the college does not develop any curriculum but simply follows/implements the one framed by the university, the question of adapting quality improvement strategies does not arise.

6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the university to which it is affiliated, each department adopts some innovative processes in teaching and learning. First of all, the faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, fix dates for the term-end tests and prepare the academic calendar of that session. Secondly, the departments organize students' seminars, quiz contests, poetry/drama workshops. Almost all the Honours departments also organize State/National Level seminars. The departments also arrange e-classes for the Honours students. Multiple choice questions are also set in the term-tests to encourage the students to read the text books thoroughly.

6.3.3 Examination and Evaluation

Apart from serving as a centre for the university examinations each year, the college also conducts class tests and term tests to evaluate the progress of the students. The answer scripts of such tests are shown to the students and their progress reports are sent to the guardians.

6.3.4 Research and Development

Nil

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :

- i) Latest books and journals have been purchased and subscribed to.
- ii) Internet connection has been provided to the library computers.
- iii) Library related information is provided to the students and the teachers.
- iv) Each Honours department maintains and runs a library of its own.
- v) Annual budgetary allocation is made available to each department for purchasing text and reference books each year.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the college. The college's aim is to make optimum use of the available human resource.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is done exclusively on merit basis.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes
Non teaching	Group insurance, Accidental Benefit Schemes, Staff Welfare Fund.
Students	Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	Governing Body & Teachers' Council
Administrative	No	N.A.	Yes	Governing Body & Various administrative sub-committees

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

There is an Alumni Association in the college since 2005-2006 academic session. It meets annually in the college premises. Since the college is located in a backward area, the alumni can not afford any financial support. But they give constructive suggestions for the all round development of the college.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. But each department arranges meetings with the parents from time to time to appraise them of the students' academic progress and discuss various students related issues. The IQAC, however, feels the need to form a Parent-Teacher Association which will work for the development of the College.

6.13 Development programmes for support staff

Computer Training has been provided to the support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institution observes World Environment Day and encourages plantation of trees and removal of plastic from the campus to make it eco-friendly. The college has also made a garden of medicinal plants in the college campus in collaboration with an NGO (Vivekananda Seva Kendra, Tarakeswar).

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college introduced a certificate course in functional/communicative English and a good number of students, including the Business Management students, opted for the course and were benefitted by it.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As a part its competence enhancing strategies, the college introduced a certificate course in functional/communicative English mainly for B.B.A.(Honours) and Computer Science (Honours) students from the year 2009. The immediate context of introducing the course was a challenge that our students were facing at the time. The students of the courses/programmes found difficulties in speaking/communicating in English during the campus interviews for jobs. They had command over the subjects they were taught in their classes but they could not speak fluently in English. The college authority felt that in a highly competitive job market, the students must develop communicative skills. With this end in view, the IQAC advised the English department to start a certificate course in communicative English. The course was started with Rs.500000/-(five lakhs) granted by the UGC as seed money. A language lab was set up and resource persons from within and outside the department were engaged. A course content of 150 hours was framed and sent to the University of Burdwan for approval. The seed money was exhausted in 2013. But the course was continuing with course fees collected from the students.

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**i) Financial Utilization ii) Create accountability by using penalty
(See Annexure-III)**

- 7.4 Contribution to environmental awareness / protection

To generate environmental awareness among the students, the institute has introduced a course on environmental science for B.A., B.Sc. and B.Com (Pass and Honours) students. It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free. The institute tries to make optimum use of the existing campus facilities and grow green plants and foliage at every available space. There is no botanical garden in the institute campus but we have cultivated a small garden of medicinal plants with the help of a local NGO and the support of the NSS units. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission.

- 7.5 Whether environmental audit was conducted? Yes No

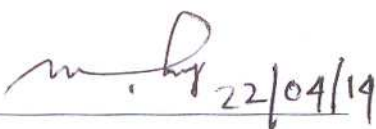
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

See Annexure-IV

8. Plans of institution for next year

IQAC advised the faculties to take part in seminars and apply for major and minor research projects. It also advised the Honours department to organize seminars. It advised the college management to provide financial support to backward students. The NSS units were advised to increase the number of outreach programs.

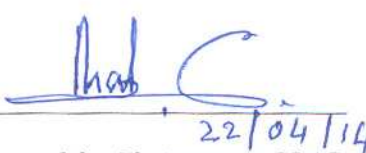
Name : *Md. Shanawaz*


22/04/14

Signature of the Coordinator, IQAC

Co-ordinator IQAC
TARAKESWAR DEGREE COLLEGE
P.O.-Tarakeswar, Dt.-Hooghly, Pin-712410

Name : *Dr. Amal Kanta Hati*


22/04/14

Signature of the Chairperson, IQAC

Principal
Tarakeswar Degree College
P.O.-Tarakeswar, Dist.-Hooghly



TARAKESWAR DEGREE COLLEGE

Academic Calender for the Session 2009-10

Day	July	August	September	October	November	December	January	February	March	April	May
1st	1st Term Begins				Sunday		New Years' Day				May Day
2nd	DIM-08-09	Sunday		Gandhiji's Birthday			3rd Term begins			Good-Friday	Sunday
3rd		Srabani Mela			Guru Nanak's Birthday		Sunday				
4th				Sunday						Sunday	
5th	Sunday	Rakhi Purnima	Foundation Day						Test Exam. Part-II		
6th			Sunday			Sunday	Sports				
7th		Sabe-barat						Sunday	Sunday		
8th					Sunday						
9th		Sunday									Sunday Rabindranath's Birthday
10th		Srabani Mela					Sunday				
11th		Freshers		Sunday						Sunday	
12th	Sunday							Shibaratri		Parents Meet	
13th		Janmastami	Sunday			Sunday		NCC-'B' 'C' Exam.			
14th					Cultural Competition		Pous Parban	Sunday	Sunday	Chaitra Sankranti	
15th		Independence Day			Sunday				Alumni Meet	Bengali New Year Day	
16th		Sunday					Test Exam. Part-III				Sunday Summer Recess
17th			Biswakarma Puja				Sunday				
18th			Mahalaya	Sunday		SU Election				Sunday	
19th	Sunday			Puja Holidays End							
20th	Srabani Mela		Sunday	2nd Term Begins	College Social	Sunday	Sree Panchami				
21st			Id-UI-Fitre					Sunday	Sunday		
22nd					Sunday	2nd T.T-Hons					
23rd		Sunday	1st Term End			NSS Special Camp	Netaji's Birthday				Sunday
24th			Puja Holidays Start			2nd Term End	Sunday	Test Exam. Part-I			
25th				Sunday		Cristmas Day Winter Reces				Sunday	
26th	Sunday						Republic Day				
27th	Srabani Mela		Sunday	Jagadhatri Puja		Sunday		Fateh-Duaz-Daham			
28th			1st T.T-Hons		Id-Ud-Zaha			Sunday Doljatra	Sunday		AAPM-09-10
29th					Sunday			xxxxx			
30th		Sunday						xxxx			Sunday
31st			xxxx		xxxx		Sunday	xxxx		xxxx	

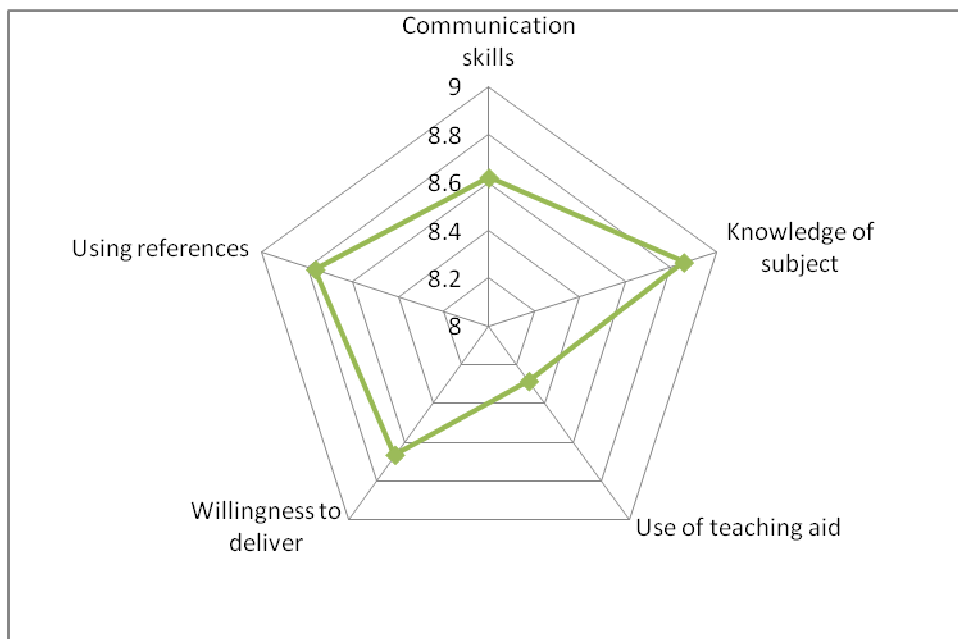
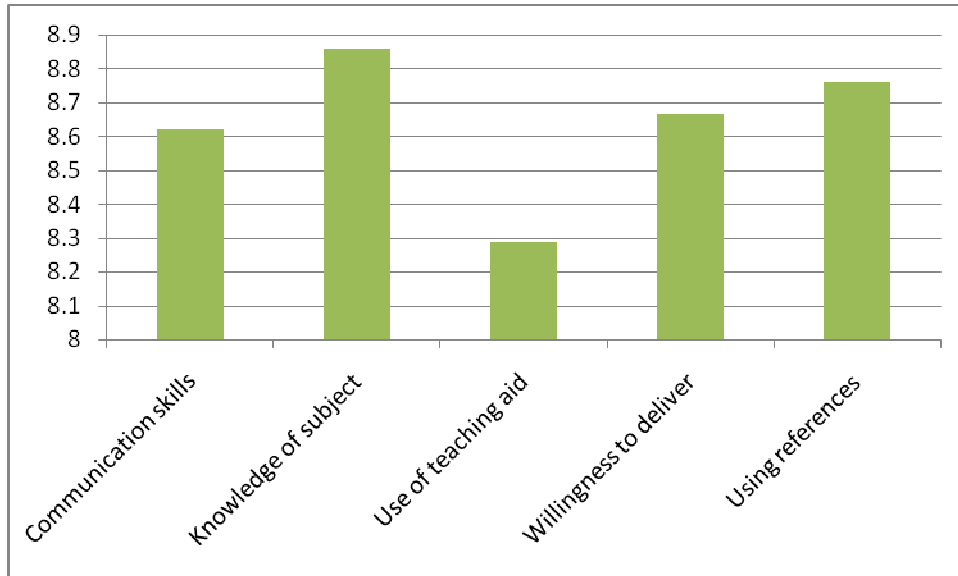
Code of Annual Activity Programme

DIM	: Departmental Induction Meeting		: NSS Special Camp
T.T	: Term Test		: Winter Recess
SU	: Student Union Election.		: Summer Recess
NSS	: National Service Scheme		: Holidays
NCC- 'B' 'C'	: National Cadet Crop 'B' & 'C' Certificate		
AAPM	: Annual Academic Plan Meeting		
			N.B.- The Programme may be changed due to modification.
	● Deadlines for changing subjects & streams within one month from date of admission.		
	● Tentative time for commencement of Final Examinations- Part-III Middle of April, Part-I 1st week of May, Part-III 1st week of June		
	● Distribution and submission of Examination Forms : Part-I 1st week of March, Part-II 3rd week of March, Part-III 1st week of February		

Annexure II

Feedback analysis

Feedback was taken in a scale of 10, with 10 being the highest rating



Student	Communication skills	Knowledge of subject	Use of teaching aid	Willingness to deliver	Using references
student 1	10	9	8	10	7
student 2	8	10	9	8	9
student 3	9	8	10	9	9
student 4	9	10	9	9	7
student 5	9	8	7	10	10
student 6	8	9	10	10	10
student 7	9	8	7	8	10
student 8	10	7	7	8	10
student 9	7	10	8	9	10
student 10	7	10	9	7	8
student 11	9	9	7	7	10
student 12	7	10	8	9	7
student 13	9	9	8	10	10
student 14	8	10	9	10	9
student 15	8	10	9	8	7
student 16	10	10	9	8	10
student 17	8	9	7	9	9
student 18	10	7	8	7	8
student 19	9	8	8	8	7
student 20	8	7	7	10	8
student 21	9	8	10	8	9

Annexure III

Best Practice

Practice #1

Title – *Financial utilization*

Objective – The college aims to maximize utilization of its available fund.

Context – The College has a limited financial resource. However, the college aims to maximize utilization of its financial resources towards teaching-learning and student support. Hence, a number of steps were taken.

Practice – The college implemented a number of steps such as

1. Inform all departments to spend only what is necessary
2. Form an internal audit committee to monitor internal spending
3. Put approval system in place so that any expenses beyond a certain threshold needs to be approved by Principal and Finance sub committee.
4. Making the purchasing process more efficient by consulting with multiple vendors and negotiating with the vendors for better pricing
5. Utilize the surplus fund generated through the above measure towards student support and development of teaching learning methodologies, including but not limited to, purchasing ICT equipments such as projectors.

Evidence of Success –

Surplus of income was generated which was utilized towards purchasing ICT equipments and student support.

Resources Required –

No resources were required except regular internal control exercise

Problems encountered – Resistance to change – it was difficult to convince the employees and faculties initially.

Contact Details

Name of the Principal: Dr. Amal Kanta Hati

Name of the Institution: Tarakeswar Degree College

City/Town : Tarakeswar

Pin Code: 712410

Accredited Status: B

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Website: www.tarakeswardegreecollege.org

E-mail : info@tarakeswardegreecollege.org

Mobile: 9433357752

Practice #2

Title – *Create accountability by using penalty*

Objective – The aim is to create accountability among the students by introducing penalty system for defaulters

Context – There was a common perception that the deadlines could be extended and it was not necessary to stick to the academic schedules, such as last date for submission of projects or returning library books on time. This created a number of academic and administrative issues for smooth running of the college.

Practice – The college has introduced a penalty system for defaulters. The penalty amount goes up with the time passed. Considering the socio-economic background of the students, the penalty amount was kept to a bare minimum, and often adjusted, but a token amount was collected to create accountability among the students. In addition, the last date is informed in the classes and displayed prominently at all notice boards.

Evidence of Success –

- 1) With the introduction of penalty, over 95% of the students started returning books on time or submitting projects on time.

Resources Required –

- 1) None

Problems encountered – Defaulters create a problems initially but over the period the penalty system was well accepted.

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Annexure IV

SWOT ANALYSIS

<p>S</p> <ul style="list-style-type: none">-Quality Faculty, Accessibility-Institutional image, culture-Better infrastructure and technology compared to colleges in same locality	<p>W</p> <ul style="list-style-type: none">-Collaboration for effective learning-Data informed decision making-Technology issues such as adequate access to internet for all students
<p>O</p> <ul style="list-style-type: none">-Technology support for students and faculties-Superior infrastructure-value added skill development courses, Get additional funding and accreditation--Distance education programme and professional courses	<p>T</p> <ul style="list-style-type: none">-Socio economic condition of the students requiring them to work part-time or full time while continuing studies-Students are not always present for all classes.