

TARAKESWAR DEGREE COLLEGE

Tarakeswar, Hooghly, West Bengal, PIN-712410

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The Annual Quality Assurance Report (AQAR) of the IQAC Session : 2010-2011

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_2010-11.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

2010-2011

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 **2009-10 submitted to NAAC on 22/04/2014** (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) Computer labs have been strengthened by adding 40 new computers and other equipments.
ii) A new lab for Physical Education has been set up.
iii) 1721 new books have been purchased for the central library.
iv) Adequate sports facilities have been provided to students.

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 advise the faculties of all Honours departments to organize and participate in seminars/workshops/symposium, apply for major/minor research projects and subscribe to academic journals/magazines. It also advised the college authority to provide more financial support and academic counselling/remedial coaching to poor/backward/weaker students. It also suggested to the NSS volunteers and	(a) A Computer Laboratory for Geography Department has been set up; new accommodation for the multi-gym has been completed. (b) A Two-day, U.G.C.-sponsored national level seminar has been organized by English department. (c) Computer Science (General) has been introduced. (d) A number of teachers have published books and research papers.

programme officers to undertake outreach programmes in greater numbers.	(e) Various outreach programmes have been organized by NSS.
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Academic Calendar of the year 2010-11 (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 recommended to the college authority to increase the number of class rooms to cope with the growing problem of students' accommodation, set up new laboratories for the Science subjects and enhance infrastructural facilities in the college. It also proposed to develop the play ground of the college and increase facilities for games and sports.
2. Office Management : The IQAC advised the Principal to upgrade the office management and provide internet connections to all the computers in the college office.
3. Academic Excellence : The IQAC proposed to the college authority to introduce Education (General) and Music (Honours) in the next academic session.
4. Students Support/Progression : The IQAC requested the college authority to provide more financial support to poor and backward students and academic counselling to the weaker pupils.
5. Extension Activities/Outreach Programme : The IQAC advised the NSS units of the college to organize special programmes to observe i) the hundred and fifty birth centenary of Swami Vivekananda and ii) the Silver Jubilee of the College foundation day.

Achievement :

1. Infrastructure : (i) 2 class rooms have been built up during this year. (ii) A new laboratory for (Geography Department) has been set up. (iii) 9 new computers have been purchased for the Geography Lab and the Computer Science Lab. (iv) The ground floor of the Physical Education department has been completed and a new accommodation for the Multi-Gym has been arranged.
2. Office Management : Internet connections have been provided to all the computers in the college office.
3. Academic Excellence : (i) Computer Science (General) has been introduced in this year. (ii) One Minor Research Project has been submitted. (iii) Another Minor Research Project has been started. (iv) A third MRP has been approved by the UGC. (v) A UGC Sponsored National Level Seminar on "Amitav Ghosh : The Writer Extra-Ordinary" has been organized by English department and a State level seminar has been organized by the college. (vi) There have been 6 Research Publications. (vii) One edited book has been published. (viii) 2 teachers have attended International Conferences. (ix) 40 teachers have attended National level seminars.
4. Students Support/Progression : (i) Financial support has been provided by the college to 428 students (amounting to Rs. 1,87,400/-); (ii) 650 students have received Government scholarships during this year (amounting to Rs. 22,48,800/-) and (iii) 34 students have received scholarships (amounting to Rs. 1,02,000/-) from other sources.
5. Extension Activities/Outreach Programmes : The NSS units organized a blood donation camp and rallies to observe the National Youth Day and celebrate the One hundred and fifty birth anniversary of Swami Vivekananda. NSS volunteers also participated in a colourful rally to celebrate the Silver Jubilee of the College's Foundation Day (5th September). One 8 days' Special camp was organized on the theme : 'Preservation of Natural Resources and Conservation of Cultural Heritage.'

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	0	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 General has been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	48	13	03	1 (Principal)	31

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
	0	07								

2.4 No. of Guest and Visiting faculty and Temporary faculty 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	40	37
Presented papers	0	17	9
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 187

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 1

2.10 Average percentage of attendance of students\ 63%

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)	534	325			13.10		47.8
B.A. (Hons. in Sociology)	43	30			69.75		
B.A. (Hons. in Bengali)	48	45		4.16	89.58		
B.A. (Hons. in History)	42	30			71.42		
B.A. (Hons. in English)	29	20			68.96		
B.A. (Hons. in Geography)	24	20			83.33		
B.A. (Hons. in Philosophy)	12	12		16.66	83.33		
B.Com (General)	9	8					88.9
B.Com (Hons. in Accountancy)	11	7			63.63		
B.B.A. (Hons.)							

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 their performance and progress. IQAC also suggests 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	1
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	4
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 the teachers and advises them to publish anthology of research articles, academic papers, wall magazines and participate in refresher and orientation courses. It also counsels 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, the 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	1	Nil
Outlay in Rs. Lakhs	N.A.	N.A.	0.73	N.A.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	6	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	4	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	1	UGC	73000/-	51500/-
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	1	N.A.	73000/-	51500/-

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	1	1	3	5
Sponsoring agencies	N.A.	UGC	UGC	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 190 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 40 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 Nil State level Nil
National level Nil International level Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	5		
NCC	Nil	NSS	5	Any other	Nil

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

Four N.S.S. units of Tarakeswar Degree College actively participated in many Programmes during the year 2010-2011. Volunteers and Programme Officers took part in awareness programmes, rallies, plantation programmes, blood donation camp and also participated in inter-college camps. Some of the important programmes were as follows;

15.08.10---Independence was celebrated by the volunteers.

05.09.10—A big rally was arranged on the occasion of College foundation day. It was also the 25th birthday of Tarakeswar Degree college. Along with the general students, teachers, Principal, Governing Body members, the N.C.C. and N.S.S. volunteers participated in the procession. The procession was decorated with posters and banners. A number of cultural programmes were also held.

18.12.2010--- A one day camp was organized in college campus & a cleaning programme was initiated.

12.01.11----National Youth Day was celebrated by the N.S.S. volunteers on the occasion of the Birthday of Swami Vivekananda. Red Ribbon Club also participated in the programme. Principal Dr, Amal Kanta Hati inaugurated the programme. Teachers and students paid homage to Swamiji and his contribution to nation and youth was also discussed.

Special Camp: Four Units of Tarakeswar Degree College organized a special camp from 11.03.11---17 03.11 Theme of the camp was ---Preservation of Natural Resources And Conservation Of Cultural/Historical Heritage.

Special Programmes of the camp were as follows;

12 .03.11---Mr.Debasis Biswas(Climber of Mt.Everest) described their exploration experiences of Mt. Everest. He also told the students about environmental issues.

14.03.11---Dr.Mahadev Shaw demonstated Yoga in the first session and he also described herbal treatments for various deseases.

15.03.11---A big rally was organized by the N.S.S. volunteers .The rally circled the town with banners and posters on environmental issues.

16.03.11----Dr. Ranjana Bhattacharya (Assistant Prof. of Chemistry, Raja Rammohan College, Khanakul) demonstated her experiences of Antarctica tour. Various environmental issues were also discussed in this seminar.

Special Programmes : 1)18 volunteers participated in the Inter college day night camp at Sarat Centenary College (Dhaniakhali, Hooghly) from 22.11.10 to 28.11.10. Programme Officers also joined the camp.

2)26.04.11---A blood donation camp was arranged in response to the appeal from the West Bengal Voluntary Blood Donor Association and Red Ribbon Club. Representatives of Central Blood Bank attended the camp .58 donors(N.S.S. volunteers, general students, teachers, non teaching staff) donated blood.

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	22	2	Higher Edu. Dept W.B.	24
Laboratories	3	1	UGC	4
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	28	9	UGC	37
Value of the equipment purchased during the year (Rs. in Lakhs)	10.28	6.28	UGC	16.56
Others		Ground floor Physical Edu Gym		

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	13247	796322.13	1721	406939.00	14968	1203261.00
e-Books						
Journals & Periodicals	17 Issues 763	15056.00	Nil Issues 123	2731.00	17 Issues 886	17787.00
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	28	01	Connec			11	3	

			ted 2mbps speed					
Added	9	01				-1	5	
Total	37	02				10	8	

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, 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	0.49
ii) Campus Infrastructure and facilities	1.17
iii) Equipments	0.05
iv) Others	0.34
Total :	2.05

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 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
3498			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1808	51.69		1690	48.31

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2244	446	105	181	13	2976	2696	575	107	220	11	3498

Demand ratio **3.5 : 2** Dropout % : **10 %**

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

A Career Counselling Cell has been established in our institute to address the diverse socio-economic challenges that confront our students. The sole objective of this cell is to provide the students who come from economically backward families with equality of access and placement opportunities and make available to them appropriate institutional support. We also try to provide them with relevant information along with professional guidance to utilize these benefits. The following programmes were organised by the cell during this academic session:

- i) Counselling of students by Mr. Manjit Kumar, Assistant Manager, Tata Teleservices Ltd. On 14th August, 2010.
- ii) Counselling by Mr. Atanu Patra, Relationship Manager, 11, Kolkata
- iii) A one day workshop was organized for the students of Physical Education, Commerce and B.B.A. on 7th March, 2011
- iv) Counselling of our students by Hero Mindmine Institute Limited (info@heremindmine.com) on 23.03.2011

No. of students benefitted **98**

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 of the college on the problems of Muslim women on 20.01.2011

5.9 Students Activities

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

State/ University level **92** National level **01** International level **01**

No. of students participated in cultural events

State/ University level **2** National level **0** International level **0**

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

Sports : State/ University level **01** National level **0** International level **01**

Cultural: State/ University level **0** National level **0** International level **0**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	428	187400.00
Financial support from government	650	2248800.00
Financial support from other sources	34	102000.00
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:

15 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 Sustainance.

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. They subscribe to e-journals. 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 are purchased and subscribed to every year.
- ii) Library related information is provided to the students and the teachers.
- iii) Each Honours department maintains and runs a library of its own.
- iv) 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

These 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.

Remedial coaching classes have been arranged for students belonging to SC, ST, OBC & Minority and it has resulted in an increase of success rate in the Part-I, Part-II and Part-III Examinations. The certificate course in functional/communicative English has also created a positive impact among the students.

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

Tarakeswar Degree College is located in a rural area and most of its students come from socially and economically backward families. Many of these students are first generation learners. In order to help them, the college sent a proposal for remedial coaching to the UGC. The UGC provided funds for arranging remedial coaching classes for SC, ST, OBC and Minorities students. We have set up a library of text and reference books with these funds. We also provide them regularly with academic and personal counselling, study material and Xerox facilities. The impact of this innovative process is reflected in the enthusiasm of the socially backward and economically challenged students for this coaching and in their results in the university examinations.

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

i) Career Counselling ii) Teacher Empowerment (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

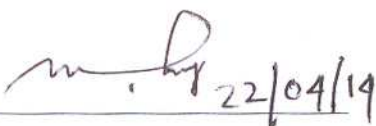
- 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

See Annexure-IV

8. Plans of institution for next year

IQAC plans to set up laboratories for Chemistry and Commerce departments, introduce Sanskrit(Honours), Chemistry and Education (General), complete the computer training for the non-teaching staff, to purchase new books and journals in the library, to increase and strengthen students' support programmes, and continue the remedial coaching for weaker and backward students.

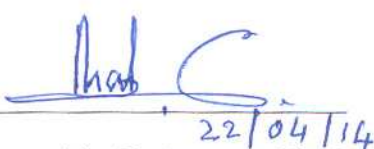
Name : *Md. Shanawaz*

 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 2010-11

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

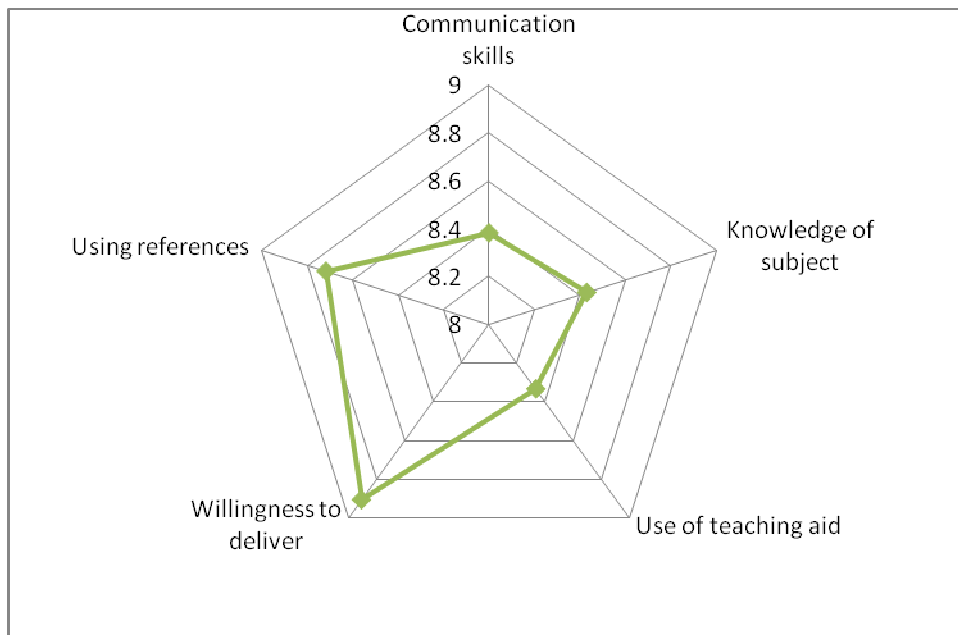
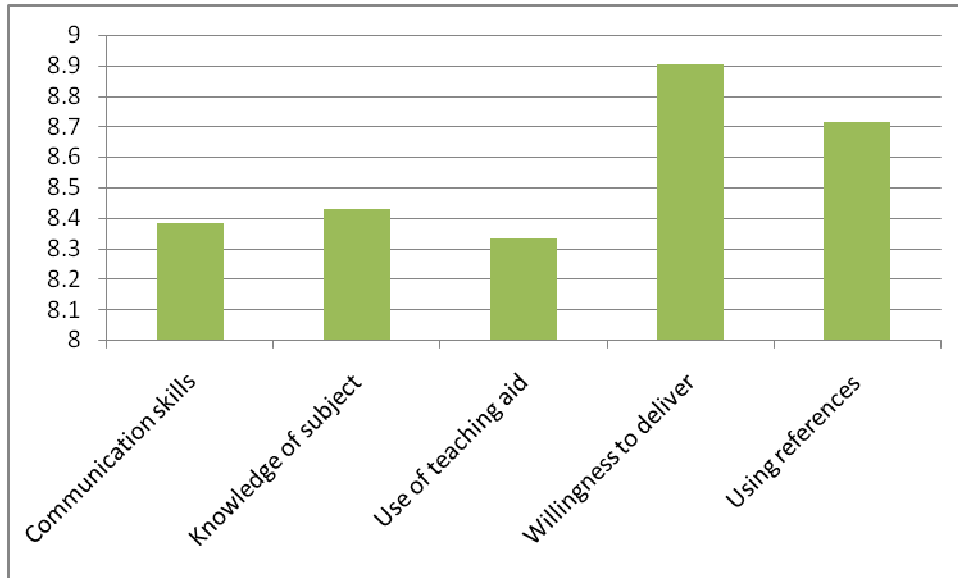
Code of Annual Activity Programme

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	9	10	10	9	8
student 2	9	8	9	8	7
student 3	8	7	8	9	7
student 4	8	10	9	9	7
student 5	10	7	10	8	10
student 6	7	9	10	10	8
student 7	9	8	7	8	10
student 8	10	7	7	9	7
student 9	7	8	10	10	10
student 10	8	7	7	10	9
student 11	9	8	10	8	10
student 12	9	8	7	9	8
student 13	7	8	7	10	10
student 14	9	9	7	9	10
student 15	9	9	7	10	9
student 16	7	9	9	8	9
student 17	10	9	7	8	8
student 18	9	9	7	8	7
student 19	8	10	7	10	9
student 20	7	10	10	10	10
student 21	7	7	10	7	10

Annexure III

Best Practice

Practice #1

Title – *Career counselling*

Objective – The college aims to help students select right career by introducing career counselling

Context – The majority of the students of the college are economically challenged. They do not have access to resources to decide the right career path.

Practice – The college started a career counselling cell to help students decide the right career path. The career counselling cell is managed by the faculties of the placement committee of the college. A career mapping exercise is carried out for each applicant through which cognitive attributes of the student are determined. Using pre-defined criteria and cognitive mapping, we try to understand the career path that would be most suitable for the student and advise him accordingly. In case of entry to services and competitive examinations, the student is advised to consult with external experts who could guide them on how to prepare for the entrance examinations.

Unlike conventional approach, we encourage every student to pursue the career that seems to be suitable for the student. We encourage students to opt for higher education or research work if the career mapping shows a propensity towards research. Students with creative profiling are advised to take on alternative career options such as painting, modelling etc.

Evidence of Success –

After introduction of career counselling, students of our college have a better idea of which career to choose. There are a number of applicants who take help of the career counselling cell formally or informally before they pass out of the college. We have also observed that many students have been really successful in the career path suggested by our college.

Resources Required –

No resources required except regular internal control exercise

Problems encountered – Our faculties may not be knowledgeable enough to guide the students for any profile. However we collaborate with external experts as much as possible to provide guidance to students.

Contact Details

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Practice #2

Title - *Teacher empowerment*

Objective – Teacher empowerment is an essential step towards student empowerment. A teacher empowerment program was developed and put in place for providing quality education.

Context – We believe that teacher empowerment is key to providing quality education to students. Since the recruitment of teachers is managed by State Govt., a teacher empowerment program is put in place to empower teachers.

Practice – The college has taken a number of steps to empower teachers such as

- Provide upgraded infrastructure such as computers with internet access to teachers
- Provided access to online journals and text books
- Train teachers to use advanced ICT technologies
- Train teachers to use advanced teaching aid for effectively delivering curriculum
- Introduce anonymous student feedback program to help teachers understand the expectations of the students and incorporate it into the process of delivering curriculum.
- Encourage teachers to apply for refresher courses, Faculty improvement programs

Evidence of Success –

- 1) The quality of education has gone up with the introduction of teacher empowerment program.

Resources Required –

- 1) Financial resources required.

Problems encountered – None.

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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.