

TARAKESWAR DEGREE COLLEGE

Tarakeswar, Hooghly, West Bengal, PIN-712410

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www.tarakeswardegreecollege.org, Email : info@www.tarakeswardegreecollege.org

The Annual Quality Assurance Report (AQAR) of the IQAC Session : 2011-2012

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_2011-12.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

2011-12

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 **2010-11 submitted to NAAC on 22/04/2014** (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

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="7"/>	Faculty	<input type="text" value="4"/>
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="1"/>
Alumni	<input type="text" value="1"/>	Others	<input type="text" value="1"/>

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.	<input type="text" value="0"/>	International	<input type="text" value="0"/>	National	<input type="text" value="0"/>	State	<input type="text" value="0"/>	Institution Level	<input type="text" value="0"/>
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(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) The process of computerising the Library service has been initiated. The KOHA software has been installed.**
- ii) Computer labs have been strengthened by adding new computers and other equipments.**
- iii) 1505 new books have been purchased for the central library.**
- iv) Adequate space for each department has been provided.**

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 set up laboratories for Chemistry and	(a) 6 new classrooms have been built up; a well-equipped laboratory for Physical Education department has been set up; the first floor of the hostel building has been completed; construction of the new

<p>Commerce departments, introduce Sanskrit(Honours), Chemistry and Education (General), complete the computer training for the non-teaching staff, to purchase new books and journals for the library, to increase and strengthen students' support programmes, and continue the remedial coaching for weaker and backward students.</p>	<p>library building has been started; a CC TV has been installed in the college campus as per the instruction of the Education department of West Bengal government; 40 new computers (12 lap tops and 28 desktops) have been purchased.</p> <p>(b) The Principal and the co-ordinator of IQAC have met the office staff several times to discuss their problems and needs and requested them to show greater sensitivity in their dealings with the students.</p> <p>(c) A good number of books and journals have been added to the library; two minor research projects have been sanctioned; 41 teachers have attended national seminars and five teachers have attended international seminars; two books have been published; three UGC-sponsored national-level seminars have been organized by Economics, History and Geography departments respectively.</p> <p>(d) The college has given financial support in the form of concession in tuition fees to 643 students; 850 students have received government scholarships and stipends; 24 students have received scholarships from other(non-governmental) agencies; one student has been selected for job in the campus interview for BBA students.</p> <p>(e) Two blood donation camps have been organized by NSS and NCC units of the college and a total number of 112 students and many teachers and members of non-teaching staff have donated blood; an awareness programme on AIDS has been organized by NSS.</p>
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Academic Calendar of the year 2011-12 (See Annexure-1)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<p>Plan :</p> <ol style="list-style-type: none"> 1. Infrastructure : The IQAC advised the college authority to set up new laboratories for Chemistry and Commerce departments, build new class rooms, complete the hostel building and enhance library facilities for the students. It also recommended to completely computerise the library service, build a well-equipped seminar hall and increase both indoor and outdoor games facilities. 2. Office Management : The IQAC advised the authority to complete the computer training for all the non-teaching staff, sensitize the office staff to the problems and demands of the students and to put emphasis on transparency in office management. It also recommended the installation of a CC TV for the better and smooth functioning of the college administration. 3. Academic Excellence : The IQAC advised the college authority to introduce Sanskrit (Honours), Chemistry (General) and Education (General). It also requested the various departments to purchase new books and subscribe to subject oriented journals, and apply for minor and major research projects. It also counselled the faculties to participate in national as well as international seminars, Orientation Programmes and Refreshers Courses and publish books and academic papers. 4. Students Support/Progression : The IQAC advised the college authority to improve the qualities of food served in students' canteen and provide greater financial support to weaker and disadvantaged students. It also recommended to strengthen the students' counselling cell and continue the remedial coaching for backward students. 5. Extension Activities/Outreach Programmes : The IQAC called upon the NSS and NCC units of
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the college to undertake outreach programmes and participate in extension activities in greater numbers and visit the adopted villages more frequently.

Achievement :

1. Infrastructure : i) 6 new class rooms have been built up. ii) 1 laboratory for Physical Education has been set up. iii) 40 new computers (12 Laptops and 28 Desktops) have been purchased. iv) The first floor of the Girls' hostel has been completed. v) Construction of the new library building has been started.

2. Office Management : The Computer Science department of the college has given intensive training to the non-teaching staff in a phased way. A CC TV has been installed in the college campus as per the instruction of the Education Department of West Bengal Government. The Principal and the Co-ordinator of the IQAC met the non-teaching staff several times to discuss their problems and needs and to request them to show greater sensitivity in their dealings with the students.

3. Academic Excellence : I) A good number of books and journals on various subjects have been added to the library. II) Two Minor Research Projects have been sanctioned and one new project has been applied for. III) 41 Teachers participated in 125 National Seminars and 5 teachers attended international seminars. 2 teachers presented papers in International Seminars. Two books have been published during this session. IV) Three UGC sponsored national level seminars have been organized by Geography, History & Economics department.

4. Students Support/Progression : I) The college has given financial support in the form of concession in tuition fees to 643 students. II) 850 students have received government scholarships and stipends. III) 24 students have received scholarship from other (non-governmental) agencies. IV) One student was selected for job in the campus interviews for B.B.A. students.

5. Extension Activities/Outreach Programme : I) Two blood donation camps have been organized by NSS and NCC units of the college and a total of 112 students as well as many teachers and members of the non-teaching staff voluntarily donated blood. II) An awareness programme on AIDS was undertaken by NSS units of the college.

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	0
Trimester	0
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 in the year 2011-12 (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 revise/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.

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	11	5	1 (Principal)	26

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

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	41	Nil
Presented papers	2	8	Nil
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, organizing 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

188

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

Nil

Nil

2

as member of Board of Study/Faculty/Curriculum Development workshop

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)	572	372		0.17	9.79		55
B.A. (Hons. in Sociology)	37	28			75.67		
B.A. (Hons. in Bengali)	57	52		7	84.2		
B.A. (Hons. in History)	53	41		1.88	75.47		
B.A. (Hons. in English)	34	23			67.64		
B.A. (Hons. in Geography)	19	17			89.47		
B.A. (Hons. in Philosophy)	20	9			45		
B.Com (General)	8	7					87.5
B.Com (Hons. in Accountancy)	10	5			50		
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 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 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	Nil
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 the teachers and advises them to publish anthology of research articles, academic paper, wall magazine and participate in refresher and orientation courses. It also suggests 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 proposal 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				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	0	0.73	1.49	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	6	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	1	8	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	148800/-	139400/-
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.	148800/-	139400/-

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	3	Nil	4	4
Sponsoring agencies	Nil	UGC	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 : **N.A.**

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 192 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 50 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="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.25 No. of Extension activities organized

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

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

COMMUNITY UPLIFTMENT PROGRAMME		
SL NO	Date	PROGRAMME DETAILS
1.	07.12.2011	BLOOD DONATION CAMP
2.	01 .01 2012	PROGRAMME ON AIDS
3.	12.01.2012	ONE DAY CAMP
4.	26.12.2012	YOGA TRAINING
5.	27.12.2012	DENTAL CHECKUP CAMP
6.	28.12.2012	FIRST AID TRAINING
7.	29.12.2012	TRAINING ON DIASTER MANAGEMENT –FIRE SERVICE
8.	30.12.2012	RALLY ON ENVIRONMENTAL ISSUES
9.	31.12.2012	SEMINAR ON MEDICINAL HERBS

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			3.54 acres
Class rooms	24	6	UGC & W.B. Govt	30
Laboratories	4	1	UGC	5
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	37	40	UGC	77
Value of the equipment purchased during the year (Rs. in Lakhs)	16.56	29.02	UGC	45.58
Others		1st 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	14968	1203261.00	1507	246181.00	16475	1449442.00
e-Books						
Journals & Periodicals	17 Issues 886	17787.00	6 Issues 163	4095.00	23 Issues 1049	21882.00
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	37	02	Connected 2mbps speed			10	8	
Added	40	02				5	12	
Total	77	04				15	20	

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.

The college also installed a CCTV and a Digital Notice Board in the college campus and set up a well equipped e-class.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.22
ii) Campus Infrastructure and facilities	2.32
iii) Equipments	0.61
iv) Others	0.98
Total :	4.13

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 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
3932	N.A.	N.A.	N.A.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2058	52.34		1874	47.66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2696	575	107	220	11	3498	2871	673	139	249	13	3932

Demand ratio **2 : 1** Dropout % : **10.29 %**

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 the same for these benefits:

The cell has organized the following career counselling programmes in the college campus

- i) The first campusing of the B.B.A. Students. Mr. Rahul Deb Roy, Mr. S.K. Mukherjee and Mr. Arnab Dutta came to the college campus on behalf of Reliance Communication, Kolkata, to interview the students. Soumen Jana, a 3rd Year B.B.A. student was selected.
- ii) Mr. Srikumar Dutta, a senior Auditor, counselled the Commerce and B.B.A. students on 6.1.2012
- iii) Mr. R.S. Bhattacharya of Career Mine (Baidyabati, Hooghly) gave a Power Point Presentation to B.B.A. students on how to make career plans on 6.1.2012
- iv) Mr. Abhishek Ghosh from Mayfair Business School, Kolkata, spoke about their Business School and the career prospects of B.B.A./ M.B.A. students (on 06.01.2012)

No. of students benefitted

121

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

Women Cell of the college organized the following sensitization programmes

- i) **A Drama on Eve-teasing and Girls' Trafficking was staged under the guidance of SAMATAT Theatre Group, Uttarpara, Hooghly**
- ii) **International Women's Day was observed.**

5.9 Students Activities

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

State/ University level National level International level

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 National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	643	253920.00
Financial support from government	895	3181600.00
Financial support from other sources	24	72000.00
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 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, contents, 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 have been purchased and subscribed to.
- ii) Two new computers have been supplied to the library.
- iii) A new library software KOHA has been installed.
- iv) Library related information is provided to the students and the teachers.
- v) Each Honours department maintains and runs a library of its own.
- vi) 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.

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 placed 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) Skill Enhancement Programme ii) Students' 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

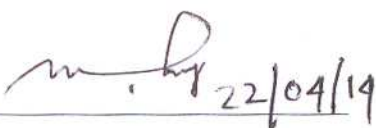
- 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

8. Plans of institution for next year

IQAC decided to (a) complete the works already in progress before making any plan for further expansion; (b) provide all departments with facilities for digital class; (c) renovate the existing office space for better management of office-related works;(d) introduce Honours course in Physics, Chemistry and Music, and General/ Pass course in Education; (e) advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours; (f) strengthen students' support activities, particularly the grievance and counselling cells, and undertake more outreach programmes.

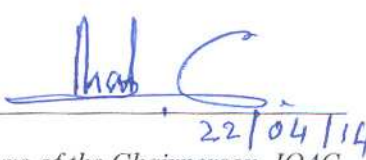
Name : *Md. Shanawaz*


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 2011-12

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

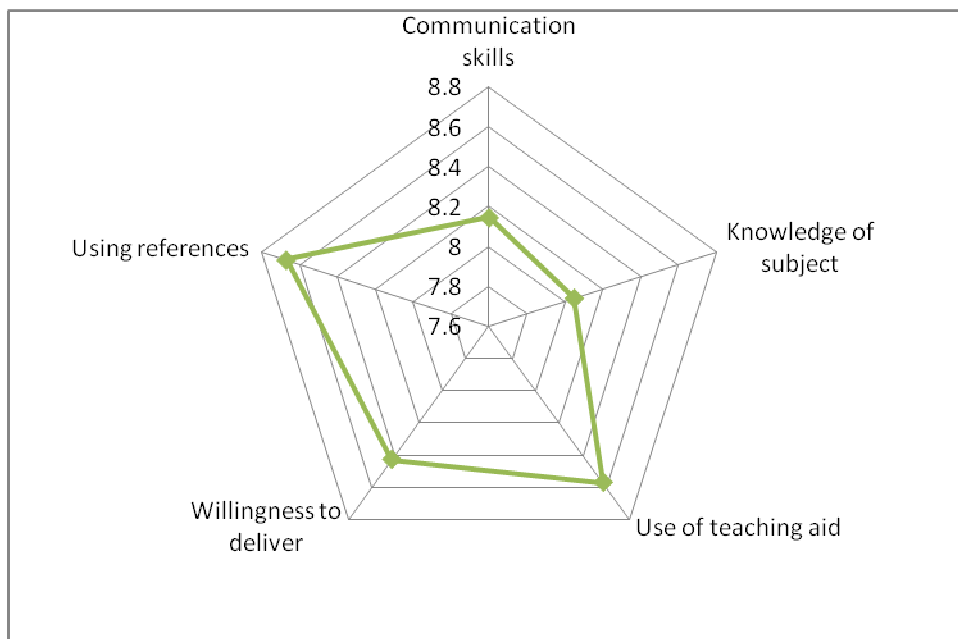
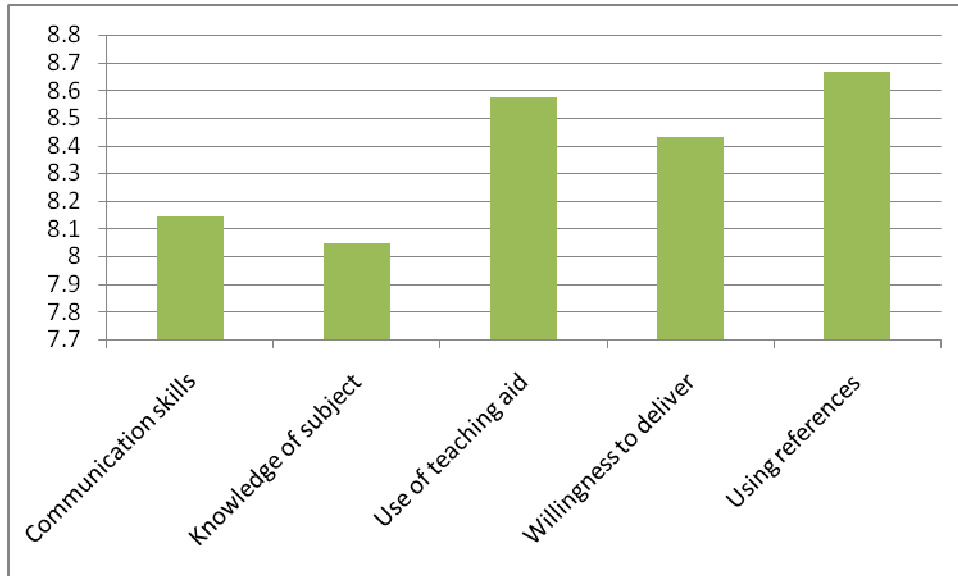
Code of Annual Activity Programme

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 Corp 'B' & 'C' Certificate		
AAPM	: Annual Academic Plan Meeting		
N.B.- The Programme may be changed due to modification.			
<ul style="list-style-type: none"> ● 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	7	10	7	8	8
student 2	9	10	10	7	9
student 3	7	7	8	7	10
student 4	7	7	10	7	8
student 5	7	7	9	8	7
student 6	7	9	9	7	9
student 7	10	8	8	9	7
student 8	8	7	7	7	10
student 9	9	9	7	10	7
student 10	8	7	7	10	9
student 11	9	7	8	10	8
student 12	9	8	8	10	9
student 13	8	7	9	9	8
student 14	8	9	10	7	10
student 15	9	7	10	7	7
student 16	7	7	9	7	10
student 17	7	7	8	9	9
student 18	9	10	7	9	9
student 19	10	8	9	10	8
student 20	9	10	10	10	10
student 21	7	8	10	9	10

Annexure III

Best Practice

Practice #1

Title – *Skill Enhance Programme* (Certificate Course in Functional/Communicative English)

Objective – The aim of the practice, which the college has been following since 2009, is to enable the students to communicate fluently and confidently in English, to pronounce English words and expressions correctly, identify problems and work out their solutions, complete projects assigned to them from time to time and submit reports. It also aims to encourage them to engage in group discussions and/or dialogues on various burning topics and contemporary issues. The underlying concept or principle of the practice is to help the students to make proper use of their knowledge of English language and develop their communicative skills. This communicative approach to teaching English helps them very much to overcome their hesitation and nervousness in using the language in real life.

Context – 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.

Practice – The course, conducted by the department of English, is of 150 hours duration. It is divided into theoretical lectures and projects. Each lecture is of one hour duration. The course content is largely based on the study material prepared and followed by Indira Gandhi National Open University (IGNOU) for its UG students. Lessons from IGNOU-sponsored course material entitled *Aspects of Language* (English) are carefully selected to teach the students various grammatical functions like use of articles and tense, voice and narration change, phrasal verbs, modal auxiliaries and writing skills like reporting, dialogue and letter writing, responding to advertisements, preparation of resume/curriculum vitae, comprehension etc. Various topics are selected for the students to enable them to speak extempore. Group discussions on various contemporary issues are also organized. The objective is to encourage the students to speak fluently. They are also allowed to use microphones in the language lab so that they themselves can understand whether they are pronouncing a word correctly or not. Special emphasis is given on pronunciation drills. Daniel Jones' Pronouncing Dictionary and A.S.Hornby's Advanced Learner's Dictionary are used for this purpose. English Grammar books written by Wren and Martin and P.K. De Sarkar are used to teach grammatical functions. Home tasks are given

regularly and they are corrected by the instructors. The students are also required to prepare various projects on local fairs, pujas, health centres, municipal service , NSS activities etc. The objective of these projects is to help them develop their linguistic and communicative skills, identify problems and work out solutions. At the end of the course class tests are held and mock interviews are organized. The successful candidates are given certificates signed by the Principal and the course co-ordinator.

Evidence of Success –

As evidence of success of the course we collect feedback from the students. The overall impression of the learners is that they have benefitted from it. They now feel at ease to converse in English and face any interview conducted in the language.

Resources Required –

No resources required except extra time involvement from our faculties.

Problems encountered – The main problems that we have faced in implementing this practice is lack of qualified instructors and of financial resources. The fees collected from the students are not enough to meet the recurring expenses of stationery and photo-copying and to pay remuneration to the instructors. We have discussed the problems with the Principal and requested him to (a) apply for UG grant and (b) share the financial responsibility for implementing this best practice. His response so far is positive and encouraging.

Contact Details

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Practice #2

Title - *Student empowerment*

Objective - **Empower** Students for a step towards building an effective learning organization.

Context - We believe that student empowerment is a step towards building an effective learning organization.

Practice - The college has taken a number of steps to empower students such as

- Provide upgraded infrastructure such as computers with internet access
- Provided access to online journals and text books
- Train students to use advanced ICT technologies
- Train students by implementing additional career oriented courses
- Create additional laboratories with advanced instruments for delivering quality education

Evidence of Success -

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

Resources Required -

- 1) Financial resources required.

Problems encountered - None.

Contact Details

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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.