

TARAKESWAR DEGREE COLLEGE

Tarakeswar, Hooghly, West Bengal, PIN-712410

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The Annual Quality Assurance Report (AQAR) of the IQAC Session : 2012-2013

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	P.O.+P.S.-Tarakeswar
City/Town	Dist.-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:

Web-link of the AQAR:

www.tarakeswardegreecollege.org/submission/tdc_aqar_format_2012-13.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

2012-13

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)
- v. AQAR **2011-12 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	N.A.		
University with Potential for Excellence	N.A.	UGC-CPE	N.A.
DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (<i>Specify</i>)	N.A.
UGC-COP Programmes	N.A.		

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

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. 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. In the last six years (2008-2013) the IQAC has implemented 14 out of the 16 recommendation made by the NAAC Peer team during its visit to the college in March 2007. The college could not appoint any permanent full time teaching staff in the single teacher departments. Because the education department of West Bengal Government has not sanctioned the 2nd teaching posts in these departments. To make up for the short fall, the college has appointed permanent part-time teachers in those departments. These posts are approved by the Directorate of Public Instruction and their salary is paid by the Government. Moreover, the college has appointed guest faculties in many of the Honours departments and their salary is paid by the college. Secondly, we could not introduce any agriculture based subject/course to help farmers in the predominantly agriculture based neighbourhood because (i) the affiliated university has not yet started any agriculture based course as part of its curriculum and (ii) our college does not have Botany and Zoology to support such courses. Thirdly, the college has been seriously trying to provide computer education for all its students but he does not have the infrastructural facility/capacity to teach computer basics to all of its nearly 5000 students. Steps are, however, being taken to enhance our capacity in a phased manner.

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
<p>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.</p>	<p>(a) The 2nd floor of the Girls' Hostel have been completed; the construction works for the Indoor Games complex has been started; the new library building with updated facilities has been completed; the Chemistry laboratory and the Seminar Hall-cum-e-classroom have been completed; 6 new classrooms have been built.</p> <p>(b) The college office has been renovated and 13 working tables with computers and Internet connections have been set up. The institute has made a great leap towards complete computerization of administration.</p> <p>(c) Sanskrit (Honours) and Chemistry (General) have been introduced; 19 research papers and 1 edited book have been published; a new minor research project has been started; 1253 new text and reference books and 2 journals have been added to the college library; 2 national level seminars have been organized by Bengali and Commerce departments respectively; 42 teachers (both full time and part time) have attended national level seminars.</p> <p>(d) 642 students have received financial support from the college; 1154 students have received government scholarships/stipends; 15 students have been given scholarships by non-government organizations/agencies; a sizable number of students belonging to SC, ST, OBC and Minority have received remedial coaching.</p> <p>(e) A blood donation camp has been organized by NSS in collaboration with HDFC Bank (Tarakeswar Branch); an AIDS awareness programme has been organized by NSS; a street drama has been staged by NSS volunteers; a Thalasemia detection camp was organized by NSS in collaboration with Lions' Club, Tarakeswar, and Midnapore Thalasemia Association.</p>

Academic Calendar of the year 2012-13 (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> <p>1. Infrastructure : i) The IQAC advised the college authority to complete the works already in progress before making any plan for further expansion. ii) It also recommended to provide all departments with e-Class facilities.</p> <p>2. Office Management : The IQAC proposed that the existing office space should be expended and renovated for batter management of the office works. The work should be done on an urgent basis because of the accommodation problem created by the induction of six new members of the non-teaching staff.</p> <p>3. Academic Excellence : The IQAC advised the college authority to introduce Music (Honours), Physics and Chemistry (Honours) and Education (General) in the coming academic session. It also advised the faculties to increase their participation in research-oriented works, to organize students' seminars and quiz contests and conduct educational tours and excursions. It also suggested to the departments to collect students' and guardians' feedback regarding teaching, evaluation and college administration.</p> <p>4. Students Support/Progression : The IQAC advised the college to strengthen and diversify</p>
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students' support activities and include more students in the programmes. It also suggested to the college authority to give more emphasis on students' counselling— academic and personal— and career guidance.

5. Extension Activities/Outreach Programme : The IQAC met the volunteers and programme officers of NSS and NCC units twice and advised them to reach out beyond the college campus and organize more programmes among the surrounding communities. This would give the students training in social service and sensitize them to the needs and problems of the people who live around the college.

Achievement :

1. Infrastructure : i) The 2nd floor of the Girls' Hostel has been completed. ii) The construction work for indoor games complex has been started. iii) The New Library building with updated facilities has been completed. The Library has started functioning in this new building. iv) The outdoor games facilities have been enhanced. v) The Chemistry laboratory has been completed. vi) The Seminar hall- cum-e-classroom has been completed. vii) 6 new class rooms have been built during this year.

2. Office Management : The college office has been renovated and 13 working tables with computers and net connections have been set up. All the computers in the college office have been connected by LAN.

3. Academic Excellence : i) Sanskrit (Honours) and Chemistry (General) have been introduced this year. ii) One new Minor Research Project has been started. iii) 15 research papers have been published. iv) 1253 new text and reference books and 2 new journals/periodicals have been added to the college library. v) 1 edited book has been published. vi) 2 National level seminars were organized by Bengali and Commerce departments respectively. vii) 44 teachers have participated in National Level seminars.

4. Students Support/Progression : i) 642 students have been given concession in tuition fees. ii) 1154 students have received government scholarships/stipends. iii) 15 students have received scholarships from other (non-governmental) agencies. iv) A sizable number of students have received remedial coaching. v) Two seminars/awareness programmes have been organized by the career counselling cell.

5. Extension Activities/Outreach Programme : i) A blood donation camp has been organized by NSS in collaboration with HDFC Bank (Tarakeswar Branch). ii) An AIDS awareness programme has been organized. Rallies with posters were held in different wards of Tarakeswar Municipality. A street drama was staged by NSS volunteers. iii) A Thalassia detection camp was organized by NSS in collaboration with Lion's Club, Tarakeswar and Midnapure Thalassia Association.

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	13	01	01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			01
Others				
Total	14			

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	
Trimester	
Annual	13

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 2012-13 (See Annexure-II)

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

The question of revising or updating regulation or syllabi does not arise because the college does not frame them.

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

Yes, Sanskrit (Honours) & Chemistry (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
	42	11	5	1 (Principal)	25

2.2 No. of permanent faculty with Ph.D. 10

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 17 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	45	
Presented papers	1	10	
Resource Persons		1	

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 191

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\ 62%

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)	665	381			9.32		47.9
B.A. (Hons. in Sociology)	32	15			46.87		
B.A. (Hons. in Bengali)	48	40		2	81		
B.A. (Hons. in History)	44	31		2.27	68.18		
B.A. (Hons. in English)	43	26		4.65	55.81		
B.A. (Hons. in Geography)	18	17			94.44		
B.A. (Hons. in Philosophy)	20	9		5	40		
B.Sc. (Hons. in Computer Science)	3	2			66.66		
B.Com (General)	11	6					54.5
B.Com (Hons. in Accountancy)	7	5			71.42		
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 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	Nil
UGC – Faculty Improvement Programme	1
HRD programmes	Nil
Orientation programmes	4
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
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	17		01	02
Technical Staff	07		05	Nil

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 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			1	2
Outlay in Rs. Lakhs			0.71	2.223

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	13	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	1	Nil

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	71000/-	58000/-
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.	71000/-	58000/-

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	2	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 **162** 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 **44** 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	1	College forum	4		
NCC	Nil	NSS	5	Any other	Nil

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

The NSS Units of the college organised a plantation programme to develop a garden of medicinal plants and a workshop on child care and the dangers of thalesamia. The NSS Units also organized a Blood Donation camp in collaboration with HDFC Bank, Tarakeswar Branch. Through such activities the institution delivered its social responsibility towards the community at large.

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	30	6	Higher Edu Dept W.B.	36
Laboratories	5	1	UGC Equipment	6
Seminar Halls	Nil	1	UGC Equipment	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	77	4	UGC & College	81
Value of the equipment purchased during the year (Rs. in Lakhs)	45.58	.77	UGC	46.35
Others	Nil	i) 2nd floor of Hostel building ii) Indoor sports complex iii) New Library building	UGC & Higher Edu Dept W.B.	Nil

4.2 Computerization of administration and library

All the major services offered by the college office, eg. admission, fees collection, examinations details, results and students' scholarships have been computerized. Admission into various (Honours) subjects and submission/deposit of taxes are done online. All the computers in the office have LAN connections. The library has been completely computerized. It also subscribes to e-journals and e-books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	16475	1449442.00	1253	248281.00	17728	1697723.00
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals & Periodicals	23 Issues 1049	21882.00	Nil Issues 199	6211.00	23 Issues 1248	28093.00

e-Journals	Nil					
Digital Database	Nil					
CD & Video	Nil					
Others (specify)	Nil					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	77	04	Connected 2mbps speed	1 For Library		15	20	
Added	4					3	1	
Total	81	04				18	21	

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 well equipped e-class.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.12
ii) Campus Infrastructure and facilities	1.91
iii) Equipments	0.03
iv) Others	0.09
Total :	2.15

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 are 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
4635	N.A.	N.A.	N.A.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2330	50.27		2305	49.73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2871	673	139	249	13	3932	3242	865	208	320	14	4635

Demand ratio **2 : 1** Dropout % **: 12%**

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 search 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 cell has organized the following career counselling programmes in the college campus during 2012-13 academic session:

- i) Mr Ashish Nandi and Mrs. Arati Nandi from Dayco Securities, Tarakeswar, counselled the students about the market scenario on 6.5.2012
- ii) Mr. Apurba Ghosh, Students Relation Officer, and Mr. Kiholoy Chatterjee, Placement Officer, of the George Telegraph Institute, Kolkata, spoke about 'Advance Automobile Engineering and Sales and Marketing Management'.

No. of students benefitted **100**

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 observed International Women's Day.

5.9 Students Activities

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

State/ University level **143** National level **09** International level **Nil**

No. of students participated in cultural events

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

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

Sports : State/ University level **08** National level **Nil** International level **Nil**

Cultural: State/ University level **1** National level **Nil** International level **Nil**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	642	253440.00
Financial support from government	1154	5559900.00
Financial support from other sources	15	45000.00
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:

8 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. 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) The physical infrastructure has been remarkably improved/developed. At present the library enjoys a space of 3000 sq.ft.
- ii) Three new computers have been added to the library.
- iii) Latest books and journals are purchased and subscribed to every year.
- iv) Total computerisation of the library service has been achieved.
- v) Library related information is provided to the students and the teachers.
- vi) Internet service has been made available to the library users.
- i) Each Honours department maintains and runs a library of its own. 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 completely on the basis of merit. On-line admission to Hons. courses has been introduced from 2012-13 as per instruction of the University of Burdwan.

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	Yes	Pr.A.G. (G.SSA), West Bengal	Yes	Governing Body
Administrative	Yes	Pr.A.G. (G.SSA), West Bengal	Yes	Governing Body

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 which has been functioning 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 regular 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.

On-line admission to Hons courses has been introduced. It has had a positive impact on the functioning of the institution. It has lessened pressure on the college office, made the admission process transparent and impartial and made it possible for the departments to enrol meritorious students.

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

The University of Burdwan to which our college is affiliated innovated the programme of on-line admission to the Honours Courses in the undergraduate colleges to avoid various malpractices related to the admission process. Our college has scrupulously implemented the University-framed programme.

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

**i) Administrative Awareness. ii) Timely Communication
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

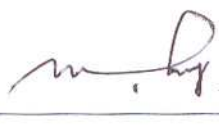
- 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

See Annexure-IV

8. Plans of institution for next year

IQAC 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.

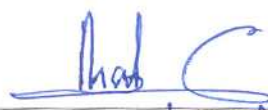
Name : *Md. Shanawaz*

 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 2012-13

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

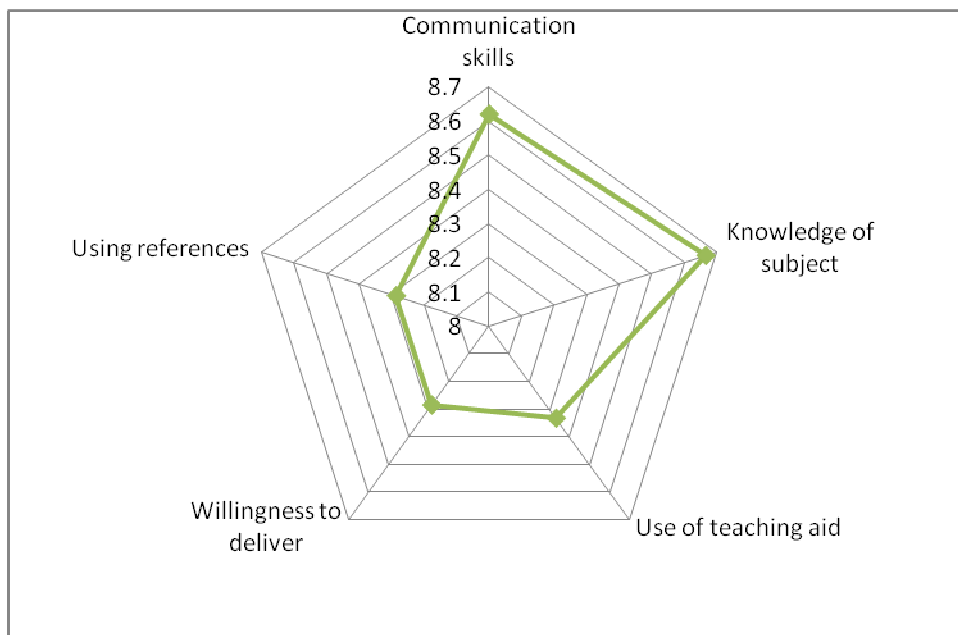
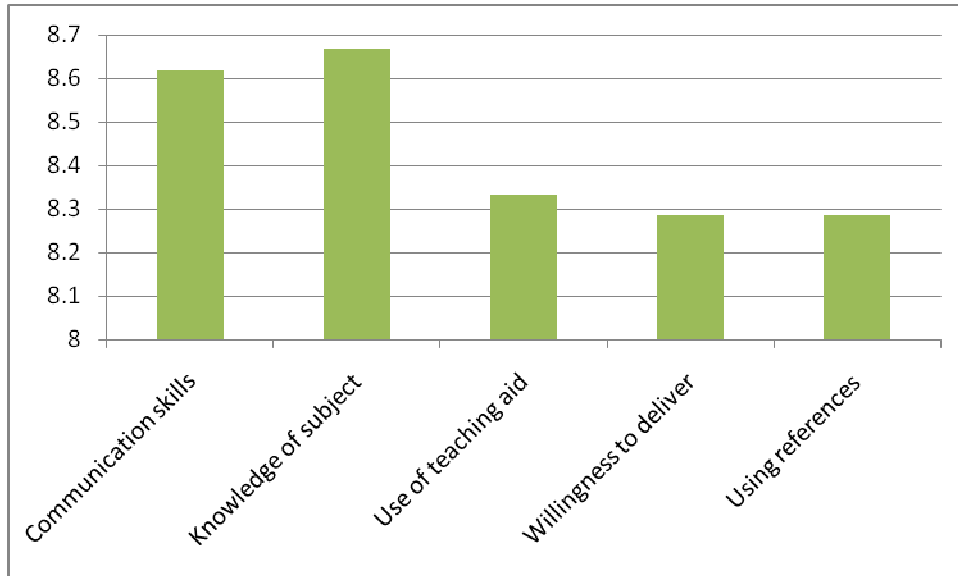
Code of Annual Activity Programme

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

Annexure III

Best Practice

Practice #1

Title – *Administrative empowerment*

Objective – The college aims to improve efficiency of the administrative staff by introducing administrative empowerment

Context – The number of students in the college was increased over time but the number of administrative staff did not increase proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively.

Practice – The college has taken a number of steps for administrative empowerment.

- Train the administrative staff to effectively use software
- Install advanced software solution for administrative automation
- Create administrative calendar at the beginning of each session
- Create verbal and non verbal training schedule for the administrative staff
- Introduce administrative benefit such as arranging food if they work for extra hours at workplace

Evidence of Success –

Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively.

Resources Required –

No resources were required except extra time involvement from our faculties.

Problems encountered – There was general resistance to change although it was taken care of later.

Contact Details

Name of the Principal: Dr. Amal Kanta Hati

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Practice #2

Title – *Timely communication*

Objective – Communicate in time to avoid problems, based on the philosophy ‘a stitch in time saves nine’

Context – The college has observed that the root cause of many administrative issues is lack of timely communication at all levels – faculties, administrative staff and students. The college has taken steps for timely communication to prevent similar issues in future.

Practice – The college has taken a number of steps for timely communication such as

- Communicate messages through bulk email and bulk sms
- Analyze data to predict about potential problems (such as students who might fall short of required attendance) and inform them in advance
- Communicate action plans to administrative staff so that they could identify with the goals and accordingly align their personal work in line with the professional requirements

Evidence of Success –

- 1) It has been observed that many issues/problems encountered earlier were sorted out after the process of timely communication was put in place.

Resources Required –

- 1) Financial resources required.

Problems encountered – None.

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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.