TARAKESWAR DEGREE COLLEGE

Tarakeswar, Hooghly, West Bengal, PIN-712410
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The Annual Quality Assurance Report (AQAR) of the IQAC
Session : 2016-2017

Part – A

1. 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)*	**EC(SC)/05/RAR/104 Dated 03-03-2015**

1.5 Website address:

Web-link of the AQAR: **http://tarakeswardegreecollege.org/res/aqar/tdc_aqar_format_2016-17.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B**		**2007**	**2012**
2	2nd Cycle		**2.43**	**2015**	**2020**
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY **15/10/2007**

1.8 AQAR for the year **2016-17**

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

i. AQAR **2015-16 submitted to NAAC on 24/09/2018** (DD/MM/YYYY)

ii. AQAR **2016-17 submitted to NAAC on 29/11/2018** (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

v. AQAR _____ (DD/MM/YYYY)

vi. 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	**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 (*Specify*)	**N.A.**
UGC-COP Programmes	**N.A.**		

2. IQAC Composition and Activities

2.1 No. of Teachers	**5**
2.2 No. of Administrative/Technical staff	**2**
2.3 No. of students	**1**
2.4 No. of Management representatives	**2**
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 **13**

2.10 No. of IQAC meetings held **7**

2.11 No. of meetings with various stakeholders: No. **14** Faculty **6**

Non-Teaching Staff Students **4** Alumni **2** Others **2**

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

If yes, mention the amount **Nil**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **1** International **0** National **0** State **0** Institution Level **1**

(ii) Themes **Use of ICT to Enhance Teaching & Learning in College Education**

2.14 Significant Activities and contributions made by IQAC

- IQAC took initiative to get permission from University for introduction of P.G (Distance Mode) course in Bengali, English, History, Philosophy and Sanskrit
- Laptop, Internet facility provided to all departments
- LCD projector provided to all Honours departments
- Upgraded laboratory infrastructure/equipment
- Regularised student mentoring
- Monitored institutional activities
- Organised workshop on Use of ICT to Enhance Teaching & Learning in College Education
- Organised Training Programme on usage of Smart Board
- Signed MoU with Institute of English Calcutta, Govt of WB sponsored
- Organised Blood Donation camp, Eye camp and Thalassemia detection camp through NSS
- Organised Seminar on 'AIDS: Education and Prevention' and 'Women's Health in India: Issues and Concern' through NSS
- Strengthened Career Counselling and Placement Cell
- Organized UGC Sponsored Workshop on Equal Opportunity
- Sensitized students to ecological and environmental issues
- Tree plantation programme organised

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
Digitisation	• Organised workshop for effective use of ICT in Teaching and Learning • Laptop, Internet facility provided to all departments • LCD projector provider to all Honours departments • Organised Training Programme on usage of Smart Board • Computer Lab strengthened by installing computers with internet connectivity. • Continual upgradation of Internet facilities • Wi-Fi Enabled Campus
Infrastructure	• Upgraded Science laboratory infrastructure /equipment • Renovated the existing office space for better management of office-related works • A New building constructed with RUSA fund for academic purpose • Renovated Teachers' Computer room
Student Mentoring	• Mentoring classes in each Department have been initiated which help students to represent their queries regarding exams and career opportunities
Student Support Activities	• Organised Blood Donation camp, Eye camp and Thalassemia detection camp through NSS • Organised Seminar on 'AIDS: Education and Prevention' and 'Women's Health in India: Issues and Concern' through NSS • Strengthened Career Counselling and Placement Cell • Organised UGC Sponsored Workshop on Women Education and Liberation through Equal Opportunity Cell • Organised Career Counselling Workshop by Pathfinder • Remedial classes for slow learners arranged and documented • SMS service subscribed for delivering urgent information to the students of the college
Minimizing environmental degradation	• Organised Tree Plantation Programme • Awareness for a healthy environment created through debate, seminar and workshop • Awareness for a Plastic free Campus
Academic and Research Activities	• Followed-up with University for introduction of P.G. (Distance Mode) course in Bengali, English, History, Philosophy and Sanskrit • With the guidance of IQAC most of the faculty members attended refresher and orientation courses and

	presented papers at International and National level seminars • One of the faculty members received grant for Minor Research Project of UGC

Academic Calendar of the year 2016-17 (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

AQAR was prepared, placed and discussed in the meeting of the IQAC and necessary suggestions made by members were included. AQAR was submitted to the Governing Body for perusal. Policy decisions were taken by Governing Body of the college and approved.

Part – B

Criterion – I

1. 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	**15**	**01**	**01**	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	**01**			**01**
Others				
Total	**16**	**01**	**01**	**01**

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	**15**

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 2016-17 (See Annexure-II)

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

The revision or updating of syllabi is done by the university. The college follows the syllabus as provided by the university

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	**17**	**5**	**1 (Principal)**	**19**

2.2 No. of permanent faculty with Ph.D. **16**

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
7	**5**							**7**	**5**

2.4 No. of Guest and Visiting faculty and Temporary faculty **24** **0** **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**7**	**5**	**3**
Presented papers	**6**	**4**	**3**
Resource Persons	**1**	**1**	**Nil**

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

- ICT has been introduced in the college for teaching and learning
- In order to teach the students in a more illustrative way, teachers use Smart Boards, laptops, LCD projectors in the class room
- Hard copy and Soft copy (PowerPoint Presentation /PDF) Study materials shared by faculty members with students
- Regular educational excursions in Geography, History, Bengali, Commerce, Computer Science and BBA departments held
- Remedial coaching classes arranged for the slow learners
- Departmental seminars organised by the faculty members
- Industrial tours organised by BBA and commerce department
- Departments organised debate and quiz on current and relevant issues
- Faculties encouraged and helped the students to publish Students' Magazine

2.7 Total No. of actual teaching days during this academic year **197**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-Choice Questions)

Examinations are conducted as per strict guidelines laid down by the University. Three Unit /Class tests are conducted by all the departments. Prior to the University final examinations, college conducts College Test Examination for all Honours and General students

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**	**18**

2.10 Average percentage of attendance of students\

65

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)	**783**	**523**		**0.19 %**	**6.69%**		**93.11%**
B.A. (Hons. in Sociology)	**33**	**22**			**100%**		
B.A. (Hons. in Bengali)	**56**	**49**		**18.36 %**	**81.63 %**		
B.A. (Hons. in History)	**59**	**47**		**2.12 %**	**97.87 %**		
B.A. (Hons. in English)	**60**	**36**		**11.11 %**	**88.88 %**		
B.A. (Hons. in Geography)	**30**	**24**		**25%**	**75%**		
B.A. (Hons. in Philosophy)	**17**	**8**		**12.5 %**	**87.5 %**		
B.Sc. (General)	**5**	**0**					
B.Sc. (Hons. in Computer Science)	**18**	**7**		**85.71 %**	**14.28 %**		
B.Com (General)	**17**	**8**			**12.5%**		**87.5 %**
B.Com (Hons. in Accountancy)	**14**	**10**		**10%**	**90%**		
B.B.A. (Hons.)							

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

- IQAC meetings are held at college as well as departmental level to plan the academic activities of the college
- IQAC proposes the departmental heads to prepare the Annual plan of the respective

departments at the beginning of each session, to assign syllabus to the departmental teachers, prepare time schedules for term tests and to convene the term review meetings

- IQAC also recommends the departments to organise e-classes, seminars, educational tours and excursions
- IQAC records the Remedial classes and tutorial classes
- IQAC monitors the activities of various Sub-committees of the college
- IQAC takes feedback from the outgoing students and gives a report to the Principal

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**4**
UGC – Faculty Improvement Programme	**1**
HRD programmes	**1**
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.	**32**
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	**22**	**0**	**0**	**04**
Technical Staff	**01**	**0**	**0**	**01**

Criterion – III

3. Research, Consultancy and Extension

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

- The college has a research committee to monitor and address issues related to the research works
- IQAC regularly proposes and encourages the faculty members to obtain minor research projects of UGC
- IQAC advices the faculty members to publish research articles in reputed journals and books, to participate and present papers in State level, National level and International level seminars
- The college authority provides the necessary infrastructural support to the faculty members, including space for carrying out their research work
- IQAC persuades the college authority (Principal and the Governing Body) to sanction leave to the faculty members to facilitate their research activities.
- Students are encouraged to participate in different seminars and workshops held in their own institution and other institutions. They are also encouraged to write research article and present the same.
- The students at their final year of graduation are required to submit a project article on Environment, where the faculty members supervise the work of the students

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**		**1**
Outlay in Rs. Lakhs		**1.80**		

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range N.A. Average 6.55 h-index N.A. Nos. in SCOPUS N.A.

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**	**1,80000/-**	**1,35000/-**
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 *(other than compulsory by the University)*	**Nil**	**N.A.**	**N.A.**	**N.A.**
Any other(Specify)	**Nil**	**N.A.**	**N.A.**	**N.A.**
Total	**1**	**N.A.**	**1,80000/-**	**1,35000/-**

3.7 No. of books published i) With ISBN No. **3** Chapters in Edited Books **3**

ii) Without ISBN No. **Nil**

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 **Nil** CPE **Nil** DBT Star Scheme **Nil**

INSPIRE **Nil** CE **Nil** Any Other (specify) **Nil**

3.10 Revenue generated through consultancy **NIL**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**Nil**	**Nil**	**3**	**4**	**15**
Sponsoring agencies	**Nil**	**Nil**	**UGC**	**BU NSS Dept.**	**College fund**

3.12 No. of faculty served as experts, chairpersons or resource persons **15**

3.13 No. of collaborations **5** International **Nil** National **Nil** Any other **5**

3.14 No. of linkages created during this year **Nil**

3.15 Total budget for research for current year in lakhs: **N.A.**

From Funding agency **N.A.** From Management of University/College **Nil**

Total **Nil**

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 **1** **2**

3.19 No. of Ph.D. awarded by faculty from the Institution **2**

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 **155** State level **Nil**

National level **Nil** International level **Nil**

3.22 No. of students participated in NCC events:

University level **150** State level **83**

National level **08** 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	2		
NCC	2	NSS	15	Any other	Nil

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

Women's cell, Tarakeswar Degree College invites every female student to associate with the cell and participate whole-heartedly in the programmes organised by it. Women's cell arranges seminar and workshop to spread awareness against social evils like eve teasing, harassment, dowry, female foeticide, gender imbalance, gender discrimination, etc. Every year Women's Day is celebrated with an important issue or theme.

Sl. No.	Date	Seminar Title	Name of the key Speaker
01	20-12-2016	Sexual and Mental Harassment	Prof. Arundhati Roy Dr. Soma Saha
02	08-03-2017	Women's Health: Physical and Mental	Dr. Shyama Prasad Dan Dr Shamim

The NSS Units of the college organised various activities through which the institution delivered its social responsibility towards the community at large.

Sl. No.	Date	Seminar / Activities	Name of the key Speaker/Organizer
01	01-09-2016	College campus cleaning	Dr. Amit Kr. Sarkar
02	26-09-2016	College campus cleaning	Dr. Debarshee Mandal
03	02-10-2016	Rally on General health and hygiene in adopted villages	Prof. Suvro Sarkar
04	23-10-2016	Eye camp	Dr. Shamim
05	25-11-2016	Blood donation camp	Dr. Amit Kr. Sarkar
06	17-12-2016	Seminar on AIDS: Education and Prevention	Dr. Shyama Prasad Dan
07	17-01-2017	Youth day celebration	Prof. Suvro Sarkar

08	25-02-2017	Rural development programme in adopted village	Dr. Debarshee Mandal
14-02-2017 to 20-02-2017 Special camp			
09	14-02-2017	College campus cleaning	Dr. Amit Kr. Sarkar
10	15-02-2017	Rural development programme	Dr. Debarshee Mandal
11	16-02-2017	Rally in village and town on general health and hygiene	Prof. Suvro Sarkar
12	17-02-2017	Thalassemia detection camp by Red Ribbon club, Tarakeswar	Red Ribbon Club
13	18-02-2017	Seminar on 'Women's Health in India: Issues and Concern'	Dr. Suchetana Pal
14	19-02-2017	College campus cleaning	Prof. Suvro Sarkar
15	20-02-2017	Science workshop on Snake by Nalikul Science club	Nalikul Science Club
16	05-06-2017	Speech on World Environment Day	NSS Coordinator

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	**43**	**4 (2nd Floor New Library Building)**	**UGC, RUSA & College Fund**	**47**
Laboratories	**8**	**Nil**	**Nil**	**8**
Seminar Halls	**1**	**Nil**	**Nil**	**1**
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	**Server-3 Gen Set-2 Display-2 Projector-17 Xerox-5 Desktop-95 Laptop-25**	**Thinclient System-20 Lab Instrument Virtual Class room/ Smart Class-01**	**RUSA State Govt.**	**Server-3 Gen Set-2 Display-2 Projector-17 Xerox-5 Desktop-95 Laptop-25 Thinclient-20**
Value of the equipment purchased during the year (Rs. in Lakhs)		**Rs. 1254740/-**		**Rs. 1254740/-**
Others		**Teachers Computer Room, Office Store Room, Girls Toilet, Boys Toilet, Teachers Toilet etc. and upgradation of Language Lab.**		

4.2 Computerization of administration and library

All the major services offered by the college, e.g. admission, fees collection, examinations details, results and students' scholarships have been computerized. Admission into various 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	**21408**	**2765856.00**	**572**	**186958**	**21980**	**2765856.00**
e-Books	**NLIST e-Book Database**					
Journals & Periodicals	**J-8 P-10**	**16000.00**	**Nil**	**00**	**J-8 P-10**	**16000.00**

e-Journals	**NLIST e-Journal Database**					
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	Depart-ments	Others
Existing	**81**	**04**	**Connected 2mbps speed**	**1 For Library**		**18**	**21**	
Added	**0**	**20 Thin client computer added computer science dept.**	**20 mbps**					
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 provided computers and internet access to teachers and students and arranged 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.
- College organised one workshop for effective use of ICT in Teaching and Learning
- Organised Training Programme on usage of Smart Board

4.6 Amount spent on maintenance in lakhs :

i) ICT	**0.14**
ii) Campus Infrastructure and facilities	**5.01**
iii) Equipments	**2.22**
iv) Others	**1.21**
Total :	**8.58**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC organises meetings with the students in order to enhance their awareness about Student Support Services
- Information about the Student Support Services are conveyed by IQAC through the college website and also made available on the college notice boards
- SMS service is used to inform the students about different activities for academic and extra-curricular activities
- IQAC ensures students participation in conferences and research seminars
- Different student committees are formed to support cultural, sports and extra-curricular activities throughout the year and their functioning is supervised by the authorities of the college
- For academic progression of the students, remedial coaching and extra classes are conducted
- IQAC advices the Career counselling cell, Women's cell, Anti-Ragging committee, Equal opportunity cell to interact with the students and to do various works for the benefit of the students. These committees take care of day to day students support as and when required. IQAC regularly interacts with these committees.

5.2 Efforts made by the institution for tracking the progression

Progression are regularly monitored by the respective Sub-committees.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3616	**N.A.**	**N.A.**	**N.A.**

(b) No. of students outside the state **Nil**

(c) No. of international students **Nil**

	No	%
Men	**1489**	

	No	%
Women	**2127**	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2740	**974**	**239**	**485**	**16**	**4438**	**2176**	**758**	**195**	**487**		**3616**

Demand ratio **2 : 1** Dropout % **: 13%**

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

A good stock of current books and journals for competitive examinations are made available to student as and when required. Necessary guidance is provided to interested students in their preparation for competitive examinations. Career Counselling Cell arranges workshop on career options.

No. of students beneficiaries **45**

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

- The college has a counselling cell which provides students career guidance
- The objective of the cell is to help the students with placement opportunities
- IQAC provides guidance to the students in order to enhance their career opportunities
- IQAC conducts workshops and seminar with the help of various agencies who offers jobs
- The Student counselling cell extends counselling assistance to the students with psychological, academic and social concerns

No. of students benefitted **161**

5.7 Details of campus placement

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	**Nil**	**Nil**	147

5.8 Details of gender sensitization programmes

Women's Cell of the college celebrated International Women's Day and organized seminars on 'Sexual and Mental Harassment' and 'Women's Health: Physical and Mental'. Student awareness created for applications under Kanyashree Prokalpa of Government of West Bengal for financial assistance of girl students under eighteen.

5.9 Students Activities

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

State/ University level **115** National level **03** International level **Nil**

No. of students participated in cultural events

State/ University level **8** 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 **35** National level **02** International level **Nil**

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**350**	**87440.00**
Financial support from government	**1108**	**20682000.00**
Financial support from other sources	**69**	**255000.00**
Number of students who received International/ National recognitions	**Nil**	**Nil**

5.11 Student organised / initiatives

Fairs : State/ University level **Nil** National level **Nil** International level **Nil**

Exhibition: State/ University level **Nil** National level **Nil** International level **Nil**

5.12 No. of social initiatives undertaken by the students **5**

5.13 Major grievances of students (if any) redressed:

6 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

The college uses a College Management Software (CAMS) in the office through which all information regarding students, teachers and non-teaching staff and also regarding admission, examination and college accounts is systematically maintained. The college library management software KOHA is used for library service and various information. Information relating to all institutional aspects is systematically maintained and made available to all stakeholders.

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

6.3.1 Curriculum Development

Our college is affiliated to University of Burdwan and there is a prescribed curriculum of the university. However, faculties of the college participate and actively engage in curriculum restructuring programmes of the University. The departments follow the syllabus and programmes in accordance with the University norms.

6.3.2 Teaching and Learning

- 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/ teaching module of that session
- Innovative methods are adopted for teaching and learning process
- Measures are taken for identifying advanced and weaker learners and remedial and tutorial classes are arranged for latter
- Technology enabled Teaching Learning process is practised in college. LCD projectors are used regularly for teaching. ICT enabled teaching makes the class more effective. A few of the class rooms are developed as “smart class rooms”.
- Necessary changes are made according to feedback received from students.
- Invited talks and seminars on topics of contemporary relevance are conducted
- Well stacked library provides all necessary reading materials for both faculties and students
- Educational tour done by Geography, History, Bengali, Commerce, Computer Science and BBA departments
- Field work done by Geography department

6.3.3 Examination and Evaluation

- Apart from serving as a centre for the University examinations each year, the college conducts class tests and term tests to evaluate the progress of the students
- Class tests are regularly conducted. The answer scripts of such tests are shown to the students. Queries and doubts are resolved satisfactorily.
- The faculties act in various capacities as invigilators, examiners and reviewers in university examinations. The senior faculties act as Chairman in university examination.

6.3.4 Research and Development

- IQAC encourages the faculty to undertake doctoral research work. Most of the Assistant & Associate Professor are engaged and registered in Ph.D.
- Study Leave is granted to the teachers for research work
- Library has been well equipped for providing the teachers with updated books and journals
- Projects are undertaken by students in some departments as part of the syllabus
- All students of the final year submit a research project on Environmental aspect as part of the compulsory Environmental Science subject.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The physical infrastructure has been remarkably improved / developed.
- Student and Staff Canteen has been reconstructed
- Purchase of books and development of college library is undertaken by utilising UGC fund, RUSA fund and a part of college fund
- Total computerisation of the library service has been achieved
- LCD projectors are used in few classrooms
- Internet service has been made available to the library users
- Each Honours department and few General departments maintain 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. The college's aim is to make optimum use of the available human resource.
- Teachers are allotted classes and duties as per the university norms, Government regulation and UGC directives.
- Non-teaching staffs are allotted duties for which they have been appointed as per statutes of Burdwan University.
- Faculty and staff are encouraged to participate in self-development programme.
- Administration supports faculty, staff and students with necessary technical aid to optimize their work.
- Teachers and Non-teaching staff are generally granted casual leave, earned leave, medical leave and leave on duty.

6.3.7 Faculty and Staff recruitment

Requisitions for faculty and staff recruitment are promptly submitted to the West Bengal College Service Commission and to the Education Directorate whenever vacancies arise. Faculty and staff are recruited transparently as per Government norms/rules. The college appoints guest lecturer and staff on purely temporary basis as per need basis.

6.3.8 Industry Interaction / Collaboration

All departments do not have industry interaction. However, department of commerce and B.B.A. conducts industrial visit at state level.

6.3.9 Admission of Students

Admission of students is done completely On-line on the basis of merit. Reservation is strictly followed as per state govt. rules.

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

College Fund : Rs. 3563165.00
State Govt. Grant : Rs. 350000.00

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	The University of Burdwan	Yes	Governing Body
Administrative	No	N.A.	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 [ ] NA

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?

Faculty members prepared syllabus module as per Burdwan University Syllabus.

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 cannot afford any financial support. However, they give constructive suggestions for the development of the college.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. However, 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, Communicative English training and workshop for quality enhancement have been provided to the support staff of the college.

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

- The College keeps the campus clean and green. Plants, trees and lawns are maintained regularly
- Plantation has been done in the campus which consists of mainly medicinal plants.
- Conducts Awareness Programmes on the use of eco – friendly products.
- Conducts several campaigns to promote campus cleanliness
- Campus declared plastic free zone.

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.

- Wi-Fi Enabled Campus
- Continual upgrading of Internet facilities
- SMS service subscribed for delivering urgent information to the student of the college

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

- Organised Training Programme on usage of Smart Board
- Computer Lab strengthened by giving computers with internet connectivity.
- Renovated the existing office space for better management of office-related works
- A New building constructed with RUSA fund for academic purpose
- Renovated Teachers' Computer room
- Organised Blood Donation camp, Eye camp and Thalassemia detection camp through NSS
- Organised Seminar on 'AIDS: Education and Prevention' and 'Women's Health in India: Issues and Concern' through NSS
- Organized UGC Sponsored Workshop on Women Education and Liberation through Equal Opportunity Cell
- Career Counselling Workshop by Pathfinder

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

i) Online Student Feedback System
ii) Remedial Classes for slow learners and continuing education for best learners.
See Annexure-III

7.4 Contribution to environmental awareness / protection

- Environmental Science is being taught in the college in accordance with the syllabus of Burdwan University.
- Medicinal plants are grown inside the college campus
- The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
- World Environment Day is observed by NSS unit of our college.
- NSS and NCC organised "No plastic zone" movement and campus cleaning programme

7.5 Whether environmental audit was conducted? Yes [ ] No [✓]

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

Strength

i) Better infrastructure and technology compared to colleges in same locality
ii) Online Admission System.
iii) Dedicated Faculty and Staff.
iv) University, State & National level champions in athletics, Volley ball, Football, Kho-Kho etc.

Weakness

i) As our institution is located in rural areas, we scarcely have academically brilliant students at the entry level.
ii) Lack of fulltime faculty and staff.
iii) Lack of fund for research work.

Opportunities

i) Opportunity to develop inner qualities of the first-generation learners and backward section of the surrounding villages.
ii) Excellent teacher student relationship.
iii) Technology support for faculties, staff and students.
iv) Additional fund from RUSA for infrastructure development.

Threat

i) Socio economic condition of the students requires them to work part-time or full time while continuing studies.
ii) Shortage of fulltime faculty particularly due to non-recruitment in the vacant teaching posts of the reserve categories for a long period.

8. **Plans of institution for next year**

- To prepare a daily diary which will be maintained by the teachers wherein all details will be recorded
- To strengthen Counselling, Mentor and Placement Activity
- To offer regional specific (e.g. agricultural based) add-on course to increase option for students.
- To conduct at least two activities to enhance the teaching - learning process.
- To upgrade laboratory infrastructure /equipment
- To organise nature / environment related programme
- To Tie up with more Professional and Institutional bodies
- To obtain research-funded projects
- To involve Alumni in various College Activities
- To Organize more number of Workshops, State Level and National level conferences

Name : ***Dr. Soma Saha***

Soma Saha

Signature of the Coordinator, IQAC

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

Name : ***Dr. Amal Kanta Hati***

Signature of the Chairperson, IQAC

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

Annexure I

TARAKESWAR DEGREE COLLEGE

ACADEMIC CALENDER FOR THE YEAR 2016-2017

(From 1st July, 2016 to 30th June, 2017)

Month	Week-wise	Dates in the week	Number of Holidays	Number of no Class days	Number of days available for holding classes, class Tests Admission work etc.	Remarks
July'16	1st	July (1-3)	1day, Sunday - 3.7.16	1 day	2 days	
Julu'16	2nd	July (4-10)	2 days, Rathjatra/ Id-ul-Fiter 6.7.16, Sunday - 10.7.16	2days	5 days	
July'16	3rd	July (11-17)`	1 day, Sunday - 17.7.16	1 day	6 days	
July'16	4th	July (18-24)	2 days; Srabani Mela - 18.7.16 Sunday - 24.7.16	2 days	5 days	
July'16	5th	July (25-31)	2 days, Srabani Mela - 25.7.16 Sunday - 31.7.16	2 days	5 days	
Aug'16	6th	Aug (1-7)	2 days, Srabani Mela - 1.8.16 Sunday - 7.8.16	2 days	5 days	
Aug'16	7th	Aug (8-14)	2 days, Srabani Mela - 8.8.16 Sunday - 14.8.16	2 days	5 days	
Aug'16	8th	Aug (15-21)	3 days, Independence day - 15.8.16, Rakhi Purnima - 18.8.16, Sunday - 21.8.16	3 days	4 days	
Aug'16	9th	Aug (22-28)	2 days, Janmastami - 25.8.16 Sunday - 28.8.16	2 days	5 days	
Aug-Sep'16	10th	Aug 29-Sep 4	1 day, Sunday - 4.9.16	1 day	6 days	
Sep'16	11th	Sep (5-11)	2 days, College Foundation day 5.9.16, Sunday - 11.9.16	2 days	5 days	
Sep'16	12th	Sep (12-18)	4 days, Id-Ud-Zoha 12 & 13.9.16 Biswakarma Puja 17.9.16, Sunday - 18.9.16	4 days	3 days	
Sep'16	13th	Sep (19-25)	1 day, Sunday - 25.9.16	1 day	6 days	
Sep-Oct'16	14th	Sep 26-Oct 2	3 days, Vidyasager's B'day 29.9.16, Mahalaya - 30.9.16, Sunday - 9.10.16	3 days	4 days	
Oct'16	15th	Oct (3-9)	4 days, Puja Vacation - 3 days Sunday - 9.10.16	4 days	3 days	

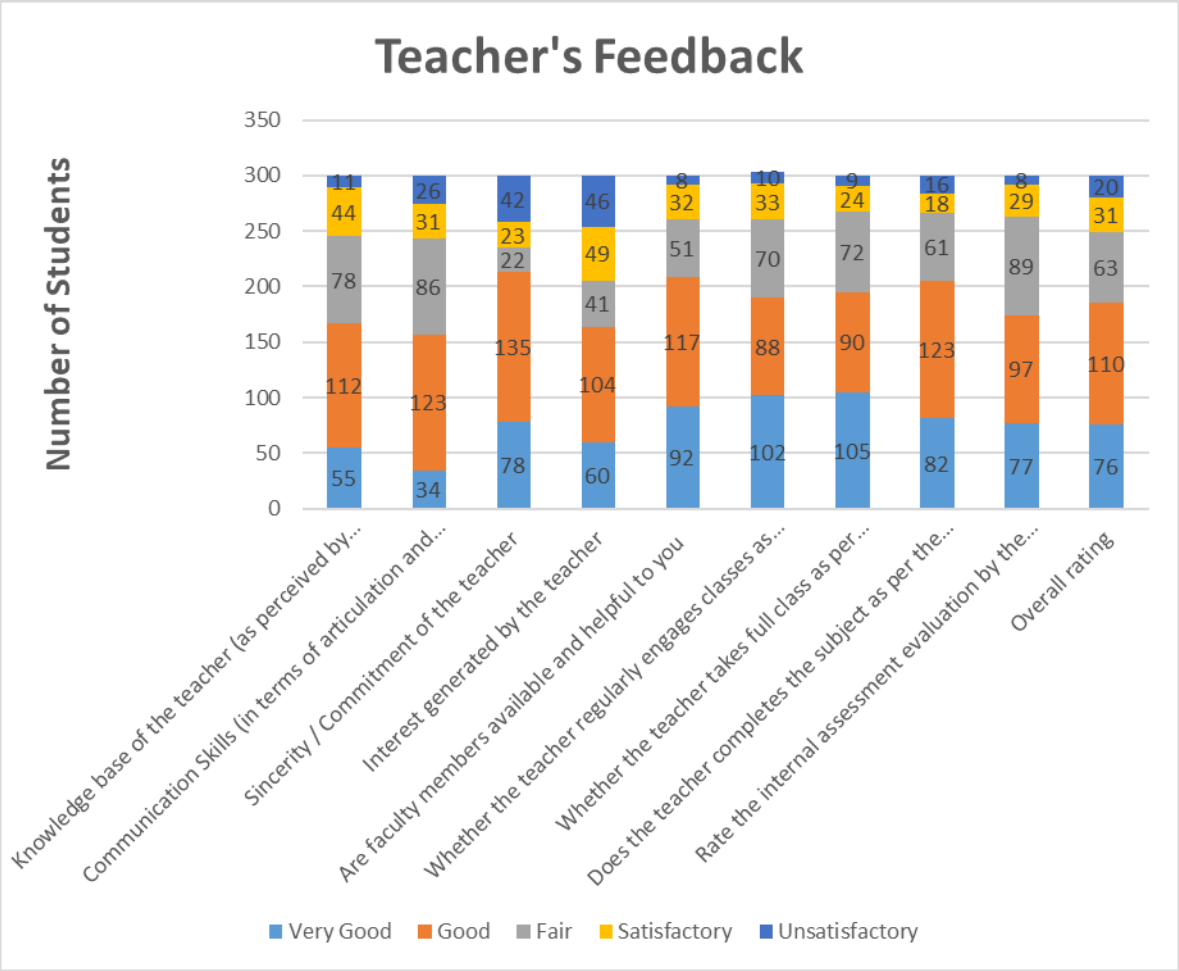
Month	Week-wise	Dates in the week	Number of Holidays	Number of no Class days	Number of days available for holding classes, class Tests Admission work etc.	Remarks
Oct'16	16th	Oct (10-16)	7 days, Puja Vacation - 6 days Sunday - 16.10.16	7 days	Nil	
Oct'16	17th	Oct (17-23)	7 days, Puja Vacation - 6 days Sunday - 23.10.16	7 days	Nil	
Oct'16	18th	Oct (24-30)	7 days, Puja Vacation - 6 days Sunday - 30.10.16	7days	Nil	
Oct-Nov'16	19th	Oct31 - Nov6	6 days, Puja Vacation - 5 days Sunday - 6.11.16	6 days	1 day	
Nov'16	20th	Nov (7-13)	2 days, Jagadhatri puja 9.11.16, Sunday - 13.11.16	2days	5 days	
Nov'16	21st	Nov (14-20)	3 days, Gurunanak's B'day 14.11.16 Kartick Puja 16.11.16, Sunday - 10.11.16	3 days	4 days	
Nov'16	22nd	Nov (21-27)	1 day, Sunday - 27.11.16	1 day	6 days	
Nov-Dec'16	23rd	Nov 28- Dec 4	1 day, Sunday - 4.12.16	1 day	6 days	
Dec'16	24th	Dec (5-11)	1 day, Sunday - 11.12.16	1 day	6 days	
Dec'16	25th	Dec (12-18)	2 days, Fateh-Duaz-Daham 13.12.16, Suanday - 18.12.16	2 days	5 days	
Dec'16	26th	Dec (19-25)	1 day, Sunday - 25.12.16	1 day	6 days	
Dec'16-Jan'17	27th	Dec 26-Jan 1	7 days, Winter Recess - 6 days Sunday - 1.1.17	7 days	Nil	
Jan'17	28th	Jan (2-8)	1 day, Sunday - 8.1.17	1 day	6 days	
Jan'17	29th	Jan (9-15)	3 days, Vivekananda's B'day 12.1.17, Poush Parban 14.1.17 Sunday - 15.1.17	3 days	4 days	
Jan'17	30th	Jan (16-22)	1 day, Sunday - 22.1.17	1 day	6 days	
Jan'17	31st	Jan (23-29)	3 days, Netaji's B'day - 23.1.17 Republic day - 26.1.17, Sunday 29.1.17	3 days	4 days	
Jan-Feb'17	32nd	Jan 30 - Feb 5)	3 days, Saraswati Puja 1&2.2.17 Sunday - 5.2.17	3 days	4 days	
Feb'17	33rd	Feb (6-12)	1 day, Sunday - 12.2.17	1 day	6 days	
Feb'17	34th	Feb (13-19)	1 day, Sunday - 19.2.17	1 day	6 days	

Month	Week-wise	Dates in the week	Number of Holidays	Number of no Class days	Number of days available for holding classes, class Tests Admission work etc.	Remarks
Feb'17	35th	Feb (20-26)	2 days, Sibaratri - 24.2.17 Sunday - 26.2.17	2 days	5 days	
Feb-Mar'17	36th	Feb 27-Mar 5	1 day, Sunday - 5.3.17	1 day	6 days	
Mar'17	37th	Mar (6-12)	1 day, Sunday - 12.3.17	1 day	6 days	
Mar'17	38th	Mar (13-19)	2 days, Holi - 13.3.17 Sunday - 19.3.17	2 days	5 days	
Mar'17	39th	Mar (20-26)	1 day, Sunday - 26.3.17	1 day	6 days	
Mar-Apr'17	40th	Mar 27-Apr 2	1 day, Sunday - 2.3.17	1 day	6 days	
Apr'17	41st	Apr (3-9)	1 day, Sunday - 9.3.17	1 day	6 days	
Apr'17	42nd	Apr (10-16)	4 days, Nil Puja - 13.4.17` Good Friday - 14.4.17, Bengali New Year - 15.4.17, Sunday - 16.4.17	4 days	3 days	
Apr'17	43rd	Apr (17-23)	1 day, Sunday - 23.4. 17	1 day	6 days	
Apr'17	44th	Apr (24-30)	1 day, Sunday - 30.4.17	1 day	6 days	
May'17	45th	May (1-7)	2 days, may day - 1.5.17 Sunday - 7.5.17	2 days	5 days	
May'17	46th	May (8-14)	7 days, Recess - 6 days Sunday - 14.5.17	7 days	Nil	
May'17	47th	May (15-21)	7 days, Recess - 6 days Sunday - 21.5.17	7 days	Nil	
May'17	48th	May (22-28)	7 days, Recess - 6 days Sunday - 28.5.17	7 days	Nil	
May-Jun'17	49th	May 29-Jun 4	7 days, Recess - 6 days Sunday - 4.6.17	7 days	Nil	
Jun'17	50th	Jun (5-11)	7 days, Recess - 6 days Sunday - 11.6.17	7 days	Nil	
Jun'17	51st	Jun (12-18)	1 day, Sunday - 18.6.17	1 day	6 days	
Jun'17	52nd	Jun (19-25)	1 day, Sunday - 25.6.17	1 day	6 days	
Jun'17	53rd	Jun (26-30)	Nil	Nil	5 days	
					221 days	

Annexure II

Feedback analysis

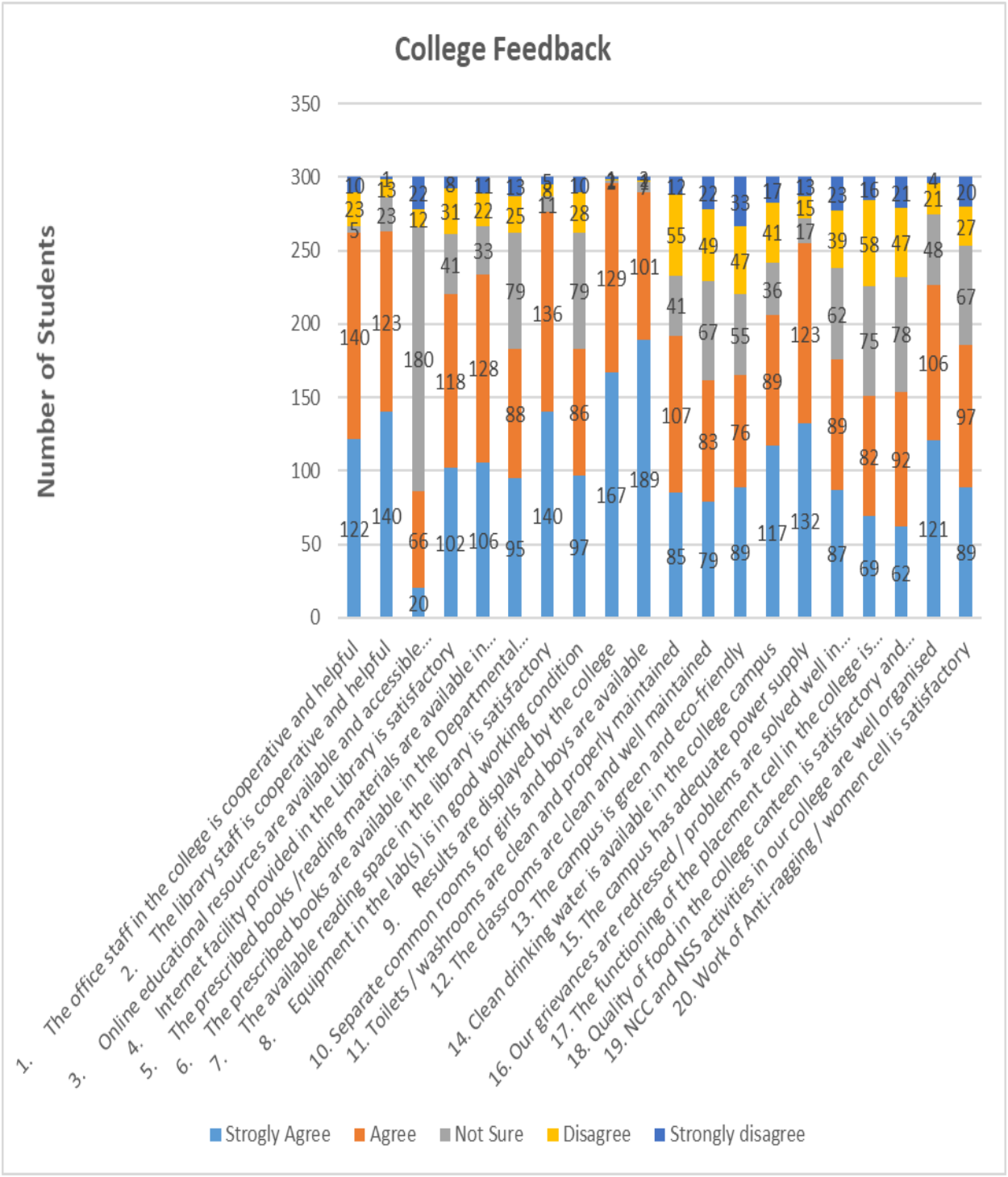
Feedback was taken in 5 point scale.



ONLINE TEACHER'S FEEDBACK FORM

Rating: Very Good-5; Good-4; Fair-3; Satisfactory-2; Unsatisfactory -1

Teacher's Name						
1. Knowledge base of the teacher (as perceived by you)						
2. Communication Skills (in terms of articulation and comprehensibility)						
3. Sincerity / Commitment of the teacher						
4. Interest generated by the teacher						
5. Are faculty members available and helpful to you						
6. Whether the teacher regularly engages classes as per the timetable?						
7. Whether the teacher takes full class as per allotted time (1 hr.)						
8. Does the teacher completes the subject as per the syllabus						
9. Rate the internal assessment evaluation by the teacher						
10. Overall rating						
11. Any other Remarks						


College Feedback
Number of Students
350
300
250
200
150
100
50
0
1. The office staff in the college is cooperative and helpful
2. The library staff is cooperative and helpful
3. Online educational resources are available and accessible...
4. Internet facility provided in the Library is satisfactory
5. The prescribed books /reading materials are available in...
6. The prescribed books are available in the Departmental...
7. The available reading space in the library is satisfactory
8. Equipment in the lab(s) is in good working condition
9. Results are displayed by the college
10. Separate common rooms for girls and boys are available
11. Toilets / washrooms are clean and properly maintained
12. The classrooms are clean and well maintained
13. The campus is green and eco-friendly
14. Clean drinking water is available in the college campus
15. The campus has adequate power supply
16. Our grievances are redressed / problems are solved well in...
17. The functioning of the placement cell in the college is...
18. Quality of food in the college canteen is satisfactory and...
19. NCC and NSS activities in our college are well organised
20. Work of Anti-ragging / women cell is satisfactory
Strogly Agree
Agree
Not Sure
Disagree
Strongly disagree

ONLINE COLLEGE FEEDBACK FORM

Rating: Strongly Agree-5; Agree-4; Not Sure-3; Disagree-2; Strongly Disagree -1

	Rating
1. The office staff in the college is cooperative and helpful	
2. The library staff is cooperative and helpful	
3. Online educational resources are available and accessible in the library	
4. Internet facility provided in the Library is satisfactory	
5. The prescribed books /reading materials are available in Central library	
6. The prescribed books are available in the Departmental library	
7. The available reading space in the library is satisfactory	
8. Equipment in the lab(s) is in good working condition	
9. Results are displayed by the college	
10. Separate common rooms for girls and boys are available	
11. Toilets / washrooms are clean and properly maintained	
12. The classrooms are clean and well maintained	
13. The campus is green and eco-friendly	
14. Clean drinking water is available in the college campus	
15. The campus has adequate power supply	
16. Our grievances are redressed / problems are solved well in time	
17. The functioning of the placement cell in the college is satisfactory	
18. Quality of food in the college canteen is satisfactory and hygienic	
19. NCC and NSS activities in our college are well organised	
20. Work of Anti-ragging / women cell is satisfactory	

Annexure III

Best Practice -1

i) Name of Best practice: **Online feedback submission by students**

ii) Objective:

a) To get unbiased feedback from the students on the performance of the teachers
b) To receive and implement possible suggestions by the students in order to enhance the teaching process
c) To bridge the communication gap between the students and the teachers
d) To strengthen the learning process during the academic year
e) To ensure that the teachers enhance their teaching skills

iii) Context:

Teachers prepare regularly for the classes during the entire academic session. However, in spite of the teachers having vast knowledge on the subject matter and being competent and sincere, they might not be able to explain the concept effectively to the students. This leads to the students being inattentive in their classes. In most of the cases, such matters are not brought to the notice of the concerned teacher. The online feedback system thus provides a means of providing the necessary feedback by the students on the teaching style of the concerned teachers.

Students use all the facilities provided to them by the college viz. Library, Internet, transportation, drinking water, etc. The online feedback system provides constructive feedback on the utilisation of these facilities. They also provide suggestions for improvement of the existing facilities.

iv) The Practice:

a) The online feedback form is submitted by the students every year after the completion of the college test examination.
b) A central feedback coordinator is responsible for issuing notices to all the head of the departments on the modalities and the fixed dates for the online feedback.
c) The students' online feedback is conducted normally in 4-5 days. During this period a website link is activated. A questionnaire concerning the teaching learning process along with multiple answers are provided. The students need to select the appropriate options for the answers to the questionnaire. A comment section allows students to provide suggestions for betterment of the processes. A questionnaire on the facilities being enjoyed by the students is also provided.
d) The central coordinators along with departmental coordinators ensures timely fill up of the feedback forms by all the students on the designated days.
e) The central coordinator then generates report on the students' feedback and the same is submitted to the Principal and the Heads of the Departments.

f) The faculty members and the Principal checks the feedback report and the same is discussed in detail during the meeting with the Heads of the department. Corrective actions are agreed upon by the faculty members and the same is implemented.

v) Success Story:

The feedback report brings about transparency on the teaching techniques of the teachers. Low feedback scores on certain questions on the concerned teachers brings to light the area which requires immediate improvement. The concerned teachers then make earnest and sincere effort to improve on the teaching technique.

Constructive feedback on the facilities being enjoyed by the students helps to improve them.

vi) Areas of concern:

The students need to understand the merit of providing constructive feedback about their teachers. At times the students do not provide sincere feedback on the questionnaires resulting in the improper report.

vii) Future Plan:

It is suggested that dedicated software on feedback forms may be build up and strengthened with the help of professionals in order to make the online feedback system fool proof.

Contact Details

Name of the Principal: Dr. Amal Kanta Hati
Name of the Institution: Tarakeswar Degree College
City/Town : Tarakeswar
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Accredited Status: B
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Fax: (03212) 279398
Website: www.tarakeswardegreecollege.org
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Mobile: 9433357752

Best Practice -2

i) Name of the practice: **Remedial classes for slow learners and special classes for brighter students**

ii) Objective:

a) To guide and provide support to the slow learners
b) To ensure that the slow learners pass the graduation at the earliest
c) To ensure that brighter students score high grades in the examinations and provide all assistance for best placements or admission to PG courses in best colleges.

iii) The Context:

Our college admits several students from the rural backward area. Many of them are slow learners and they find it extremely difficult to complete their graduation in time.

Brighter students are generally confused on the career path to be taken after graduation.

iv) The Practice:

a) Slow learners are provided prepared notes in a simple way by their concerned teachers. Proper mentoring is done to the slow learners so that they feel confident to study sincerely. A special time table is also prepared and they are regularly monitored on their preparation for the University examination.
b) The brighter students are guided for the entrance examination for several post-graduation coursers or mentored for interview for the placement.

Contact Details

Name of the Principal: Dr. Amal Kanta Hati
Name of the Institution: Tarakeswar Degree College
City/Town : Tarakeswar, Pin Code: 712410
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