YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution **Tarakeswar Degree College**

- Name of the Head of the institution **Dr. Amal Kanta Hati**

- Designation **Principal**

- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **03212276269**

- Mobile No: **9433357752**

- Registered e-mail **info@tarakeswardegreecollege.org**

- Alternate e-mail **principal.amal@gmail.com**

- Address **Tarakeswar Degree College**

- City/Town **Tarakeswar**

- State/UT **West Bengal**

- Pin Code **712410**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**

- Type of Institution **Co-education**

- Location **Semi-Urban**

- Financial Status **Grants-in aid**

- Name of the Affiliating University — **The University of Burdwan**

- Name of the IQAC Coordinator — **Dr. Arundhati Moulik (Ray)**

- Phone No. — **03212276269**

- Alternate phone No. — **9830860990**

- Mobile — **9830860990**

- IQAC e-mail address — **iqac@tarakeswardegreecollege.org**

- Alternate e-mail address — **arundhati_moulik@yahoo.co.in**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://www.tarakeswardegreecollege.org/res/aqar/AQAR%20of%20the%20IQAC%20Session%202020-21%20Final.pdf

4.Whether Academic Calendar prepared during the year? — **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: — https://www.tarakeswardegreecollege.org/res/others/academic2122.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**72.70**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B**	**2.43**	**2015**	**03/03/2015**	**02/03/2020**

6.Date of Establishment of IQAC — **15/10/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines — **Yes**

- Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year   5

- Were the minutes of IQAC meeting(s) and   **No**
  compliance to the decisions have been
  uploaded on the institutional website?

- If No, please upload the minutes of the   View File
  meeting(s) and Action Taken Report

10.Whether IQAC received funding from any   **No**
of the funding agency to support its activities
during the year?

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Submission of AQAR of 2020-21

Organising Webinar, Seminar and workshop on different subjects &
issues and observation of important days to inculcate values among
the students

Green Audit of the campus

Participation in NIRF

Conducting Feedback Process

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards
Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Organising online and offline seminar, workshop, and other programmes	Webinars were organised by the department of Computer Sc, Chemistry, History. Music department has organised seminar & workshop. Women Cell arranged Self Defense workshop
Participation in NIRF	Institute participated in the NIRF Process
Faculty Members will be encouraged to publish research papers in enlisted journals, books.	faculty members published their research work in journals, Published book as Solo author and also published chapter in edited book
To start new Add On course	Department of Geography started a new course on GIS

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GB	14/11/2022

14.Whether institutional data submitted to AISHE

Part A	
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1.Name of the Institution	**Tarakeswar Degree College**
• Name of the Head of the institution	**Dr. Amal Kanta Hati**
• Designation	**Principal**
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• Mobile No:	**9433357752**
• Registered e-mail	**info@tarakeswardegreecollege.org**
• Alternate e-mail	**principal.amal@gmail.com**
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• Financial Status	**Grants-in aid**
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• Name of the IQAC Coordinator	**Dr. Arundhati Moulik (Ray)**
• Phone No.	**03212276269**

• Alternate phone No.	**9830860990**	
• Mobile	**9830860990**	
• IQAC e-mail address	**iqac@tarakeswardegreecollege.org**	
• Alternate e-mail address	**arundhati_moulik@yahoo.co.in**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.tarakeswardegreecollege.org/res/aqar/AQAR%20of%20the%20IQAC%20Session%202020-21%20Final.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.tarakeswardegreecollege.org/res/others/academic2122.pdf	

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**5**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Submission of AQAR of 2020-21
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Participation in NIRF	Institute participated in the NIRF Process
Faculty Members will be encouraged to publish research papers in enlisted journals, books.	faculty members published their research work in journals, Published book as Solo author and also published chapter in edited book
To start new Add On course	Department of Geography started a new course on GIS

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
GB	14/11/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	17/02/2023

15.Multidisciplinary / interdisciplinary

As an affiliated college under the university of Burdwan, our Institution offers BA, B.Sc, B.Com & BBA UG honours and general programmes as per university curriculum. The university adopted CBCS system from 2017-18 session. However in CBCS System students are offered with interdisciplinary subjects in their course. One of the skill Enhancement course of Music is Basic Computer. History students has to take Archeology or Popular culture as a subject. Environmental Science is a course for all first year students.

16.Academic bank of credits (ABC):

According to New Education Policy 2020 Academic Bank Credit is a concept where information of credit earned by a student is stored digitally & can be used later on. At present there is no scope for our students to avail this opportunity as the Institution follows the curriculum set by the affiliated university. The University is working on it and will set a guidline for the implimentation of ABC. Our college as an affiliated institution of the university will execute the process instructed by the university.

17.Skill development:

 Subject based skill enhancement courses are included in BA, B.Sc, B.Com UG courses of the university. Other than that
 the institution has taken several initiatives for developing skill among the students by -

1. Organizing workshops, Seminars.

2. Introducing Certificate courses on Rabindrasangeet, organised by Music department; on GIS by Geography Department and on GST & income Tax by the Commerce department.

3. BBA students learn Spoken English as an Add-on course for their skill development under the paper Business Management.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian knowledge System has been developed over the thousands of years through versatile cultures, habits, languages of different communities in India. This indigenous knowledge is very important to understand the Culture, Environment, Agriculture, History, Archaeology, Indian Chemistry, Mathematics, Geometry, Literature, Philosophy etc. Ministry of Education (AICTE, New Delhi) has established a cell to promote interdisciplinary research on all aspects of IKS. In Our Institution there is no such cell to promote interdisciplinary research, but in some of the courses taught under different programmes indigenous knowledge is taught. Sanskrit includes Vedas, Puranas; Bengali literature
includes regional language literature which reflects local culture,
History syllabus includes Indian civilization, Archaeology and

importance of Vedas, Puranas, Ramayana, Mahabharat as sources.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institution is eager to focus on outcome based education. BBA is taught as a Professional management course.
Learning outcome of a specific programme is discussed to the student by the faculty members at the beginning of each session.
Learning outcome of the course is also posted on the website for the acknowledgment of the students.
Skill enhancement courses has been introduced by various Departments and different projects were undertaken to improve the outcome of the education.

20.Distance education/online education:

The Institution promotes distance & online education. The Institution was a centre for distant education for PG course under the University of Burdwan. During the covid-19 pandemic situation the Institution switched to online mode of teaching. Classes were taken through online mode in Google platform. Webinars, workshops on different issues were also organised in this period. Internal and final university exam were conducted through online mode. The institutional web portal and designated mail id was created for that. Institution was aware that some percentage of students are facing problem in attending online classes. Faculty members tried to help them by supplying study materials.

Extended Profile

1.Programme

1.1   **31**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **4446**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1035**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **1061**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **81**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **26**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**31**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**4446**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1035**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1061**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**81**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**26**

File Description	Documents
Data Template	**View File**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**59**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**261.91070**
4.3 Total number of computers on campus for academic purposes	**66**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At the time of admission students are given prospectus which contains all information about faculty, CBCSsystem and facilities available for the students. An Induction meeting is also held with the newly admitted students to make them aware of the curriculum, delivery mechanism, examination system. As an affiliated college of Burdwan University, the college follows the academic calender and specific curriculum set by the university. Each department of the institute prepare an departmental academic plan, distributes its classes and syllabus among the teachers. Head of the departments holdexecution meeting to review the academic process. Academic Process is regularly Supervisedby the Principal.

Various techniques of teaching —Inter active method, LCD Projector, PPT, GIS software, Charts, Maps etc are used, departmental Seminars are conducted for better understanding of the subject. Project, Field visit, survey and educational tour,

Industrial visit carried out by some departments. Most of the departments publish their wall magazine, arrange for quiz, debate competition. All department conducted online classes and uploaded study material in college website in the pandemic situation.

Library, Labs of science departments, Geography lab and computer labs are well equipped and well organized.

Tutorial classes and remedial classes are taken regularly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated college the institution prepares its own tentative academic calendar in accordance with the academic calendar prescribed by the university which includes Planning for internal assessment, departmental meetings, departmental programmes for the session. Academic calendar and holiday list is uploaded to the college website. IQAC ensures the conduct of activities stipulated in the academic calendar. For continuous Internal Evaluation of the students, departments arrange for class tests and identify slow learners.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.tarakeswardegreecollege.org/res/others/academic2122.pdf

1.1.3 - Teachers of the Institution	B. Any 3 of the above

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

97

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

97

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Undergraduate syllabus of the university deals with the issues related to human ethics, environment, gender. Environmental science is a compulsory subject for all Programmes in UG Semester I.

Courses on Gender issues like Women Studies, Women and Education, Human rights are included in some of the UG courses like History, Pol Sc, Phisosophy.

Other than Syllabus, Institution itself take initiatives to instil awareness and sensibility on these issues. Bio diversity club, Geography department conducts environmental awareness Programme - Water Day, Earth Day are observed by the department.

Environmental Day observed through Tree Plantation Programme.

Women Cell conducts Gender sensitizing Programmes, workshops, seminars regularly. NSS NCC conducts Social welfare Programmes.

Human values is spread among students through observing days like Republic Day, Independence Day, Birth day of Netaji Subhash Chandra Bose and Swami Vivekananda.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

96

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1LyxgoHvULJ-soRabRGO9pQlmetpzIajv/view?usp=drive_link

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2300

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

821

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Slow and advance learners are identified by the departments through classroom activitiesand responses and through examination results.

After the identification of slow and advance learners departments take measures accordingly.

For advance learners – Students are encouraged to right their concepts on their own words on a specific topic. Projects aregiven to them. They are encouraged to use reference books in their subject. Students seminar by the advance learners are organized by the departments.

For slow learners remedial coaching and extra classes are taken. Books are given from departmental & remedial library. Mentors keep watch on their progress and clear their subject related doubts beyond the classroom.

File Description	Documents
Link for additional Information	[NA](#)
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4446	**81**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To make the learning experimental andparticipatory, the Institution takes various measures. Learning through Project Work, Quiz, debate are common practices for participatory learning methods. Classes through audio visual methods by using LCD Projectors & Presenting the subject through PPT make the lectures interesting and inclusive.

Student Seminars, Special lectures by experts in varied issues on specific subjects are arranged. Wall magazines are published by the students of the departments. Departments observe special events like international mother language day, earth day, water day which helps the studentsgather more knowledge about subject related issues. IQAC with the help of the departments arrange seminars, workshops on different relevant issues like Social issues, IPR, Pandemic, gender sensitization to make the students more knowledgeable, concerned about the Society.

Experimental learning are practiced through internship in BBA course. Department of Geography go for field visits as a part of their course. Educational tour is conducted by the department of History for better understanding and hand on experiences. Projects are given to the students on some subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NA

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty of the college use ICT for teaching learning for effective teaching Learning. Institute Provide the faculty ICT enabled tools.

15 Class rooms and 1 seminar hall are equipped with overhead projectors. Most of the departments have their own laptops. Honours departments are equipped with desktops, Printers, internet connection, LCD Projectors.

During the closureof offline classes in the Pandemic period, classes were transferred to online mode. College initiated online classes through Google meet Platform. Workshop on Online teaching learning was organized by the IQAC and ICT cell. College website was redesigned for setting link for online classes and examinations through college portal. Class notes are uploaded in website and Google class room and also posted in whatsApp groups.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.tarakeswardegreecollege.org/pages/facilities/ict.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

81

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

656.5

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

For internal examinations college tries to maintain the academic schedule prepared by the university. Internal examsaretaken for every semester-end university examination. Internal assessment is done by various techniques - assignmentsand projects, Viva, class tests. Notice of examinations, topics of projects orassignments are given well in advance. In the pandemic situation internal assessments were taken in online mode.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	<u>NA</u>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

In the CBCS system implemented by the university, internal examinations for the semester-end examinations are held as per schedule prepared by the institution and the marks are uploaded into the University portal. Marks are not disclosed to the student before the result publication. If students have any grievances with their marks they can apply for review with the University.

Departments ensure that every student get adequate chances to give internal examinations.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NA](NA)

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At the beginning of the new Academic session an Induction Programme with the newly admitted students is arranged. In this meeting Principal informs students about the infrastructure, vision and mission of the College and students Code of conduct.

Honours departments discuss the curriculum with the students in a separate meeting. Link for university syllabus are given to the students and POs, PSOs and Cos of the programmes are uploaded on the website to give the students a knowledge about the content of specific discipline and about the scope of the course.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NA](NA)
Upload COs for all courses (exemplars from Glossary)	[View File](View_File)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated by the institution through various methods -

1. By taking Class tests specially by honours departments. Project works, assignments are given on a specific topic of a Course.

2. Tutorial Classes are taken, Students' Seminar organised.

3. Reviewing the result of the final university Examination.

4. Maintaining records of students progression to higher education.

5. Maintaining placement records of passout students & records of students who have passed examinations like -NET/SLET/JRF/SSC.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NA](NA)

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1057

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](View_File)
Upload any additional information	[View File](View_File)
Paste link for the annual report	https://drive.google.com/file/d/1GlMZOrVXhOesj72BbVCA2_y0JwH3i5F3/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/1j2QnF-IqY-QHcpDOduLOG3S2BsT2D2--/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	[NA](#)

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

12

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

11

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College has three NSS units through which the institution carried out extension activities in the neighbourhood. In pandemic situation, NSS and NCC units of our college distributed masks in adopted villages and made the villagers aware about the benefit of using mask and other good habits to control Covid19. NSS & NCC units also cleaned the campus and the nearby area.

AIDS awareness Rally, Rally on Environmental & social issues were carried out by the students & faculty and non teaching staff of the institute. Department of Geography has observed Water Day, Earth Day to spread awareness and sensitized student

to environmental issues through poster competition and cultural Programme.

Through extension activities the institution executes its social responsibility to the community. This year our institution got involved in the vaccination process to deal with Covid 19 Pandemic. The institution arranged for vaccination camp of 1st and 2nd dose for the students and staff. National Athlete Bulti Roy from nearby village of Tarakeswar was helped by the Teacher's Council with Rs10000.00 to help her in her sports journey.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

570

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

7

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate Infrastructure and Physical facilities for teaching learning. The institute has 58 class rooms and one seminar Hall & smart classroom with a seating capacity of 100 people. 16 classes are equipped with LCD Projectors. Most of the classrooms are furnished with white board.

Science departments - Chemistry, Physics, Zoology and Botany has well equipped labs. Geography department, Commerce department and Computer Sc department has computer labs of their own. Wi Fi connection is available throughout the campus.

Most of the departments are equipped with one laptop. Honours departments haveone desktop each, LCD projector and net connection in the department.

Back up Generator is there for continuous power supply.

Solar Power System with the capacity of 30 kwhas been installed & LED bulbs are used in some parts of the campus.

Central Library is equipped with more than 20000 books in different subjects.

One spacious staff room for faculty members with individual seating arrangement with lockers are there in the administrative building. Other than that every department has separate departmental staff room with storage for departmental materials, departmental Notice board to display notice, wall magazine etc. Institution has a conference room for meetings.

Toilets for staff and student are in adequate numbers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NA](#)

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has adequate facilities for cultural activities, Sports & games. The Campus has a composite Play ground for outdoor games like cricket, football & Athletics.

The institution also has an indoor complex for playing indoor games. In boy's common room there is facility for playing carom etc.

A gymnasium and fitness centre is there under the supervision of Physical Education Department.

Every Year Collage organise Annual Sports Event. College team took part in university games event.

Physical education department conducts fitness camps, Yoga and Meditation camps time to time.

There are lot of facilities for cultural activities in the institution. Music is taught as honours and general course under UG syllabus. Departmental students of Music and other departments celebratedand took part in various cultural activities like observation of International Mother Language Day, Youth Day, Environment related days etc.

Honours departments publish departmental wall magazines where students can cultivate & exhibit their literary and artistic skills. Departments also organise quiz competitions, Poster

competitions on different occasions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57.44686

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is using KOHA integrated Software version 3.14.06 since 2011, It has two interfaces. One is the admin interface used by the library staff and another is the user interface used by students and teachers. Through KOHA library is doing all book-management related work, issue return of books, generating reports. Library books are bar coded . Our KOHA is in cloud platform which helps us to access library 24x7.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	NA

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2640.00

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

68

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT facilities of the institution are upgraded periodically. In the pandemic situation as the mode of teaching and examination switched to online the college website was upgraded. New Wi-fi connection for conducting examination are subscribed.

The Institute has a 100 MBPS internet connectivity through LAN/ Wi-Fi, with access points strategically located in different blocks.

Institution have sufficient number of computers with net connections in departments, office and in library.

The library is automated with KOHA Software.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

16.47680

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

College fully utilizes its available rooms for teaching learning purpose. All classrooms, seminar rooms and departmental rooms are cleaned regularly.

College has ample sports facilities with a football ground, gymnasium and an indoor sports complex. Sports equipment can be issued from sports in charge.

Canteen facilities for students are run by a self help group. Greenery of the campus is maintained by a gardener. NSS & biodiversity club take care of a medicinal plant garden within the campus.

Labs of science departments are well equipped. All the laboratories of Science and Geography departments maintain their stock register for chemical, sample and equipment & issue those to the student under the supervision of HODs. Maintenance of lab apparatus is taken care of by the company assigned for that.

Computers, projectors, printers, CCTVs, water Purifiers are under AMC. Software, college network system, Broadband service, college website, maintenance of generator is done by companies outsourced for this purpose.

Library uses KOHA software for its data base & Issue/ return of books. Regular cleaning and pest control measures are taken.

Renovation of buildings is done using funds received from State Government, RUSA.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NA](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

3560

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

60

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	https://www.tarakeswardegreecollege.org/index.php
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

141

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

141

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12	

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

103

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

21

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students Union is formed by electing class representatives.

Students union elect one member as Secretary from the elected representatives. Student Secretary is a member of GB and IQAC and takes part in decision making process. Student's union members are there in admission committee, cultural committee.

Students' Union of the college pursues several activities such as College Sports and Games, Freshers' Welcome - function for new admitted students, Saraswati Puja, Annual cultural Programme etc. and also helps to conduct programmes initiated by NSS and college administration. As per directives of Higher Education Department, Government of West Bengal elections of student's council in colleges are postponed due to some reason. In this circumstance the college gave charge to a faculty for managing the fund. Under his supervision a student body performed their activities.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have a registered Alumni Association. It is registered under the certificate of Registration of Societies West Bengal Act. We have our alumnus working as academicians, Govt employees. They also work in Banking services, sales and marketing industries.

Large percentages of Alumni are self employed or engaged in agriculture. The association holds minimum one executive committee meetings on an average every year.

Members of Alumni distributed books to the needy and participated in plantation programme in the college campus.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ypZUpcWS7by3GH-ZYcc2BHZXINqqPUx8/view?usp=sharing https://drive.google.com/file/d/1ypZUpcWS7by3GH-ZYcc2BHZXINqqPUx8/view?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year | **E. <1Lakhs**

(INR in Lakhs)	

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision of our College is "From quality Awareness to Quality Assurance to Quality Sustain" and Mission of our Institution is "Dissemination of Learning among all members of the Society across narrow barriers of caste, creed and religion and also among the economically challenged."

To reflect the mission and vision of the college in the governance of the institution Governing Body, teaching and non-teaching staffs of our college work together relentlessly. GB makes strategies & takes decisions keeping in mind the vision & mission of the institute. College maintains harmony between all caste, religion & gender.A handbook of code of conduct describes the duty of the stakeholders.

As most of the students of our institution comes from economically & educationally backward families, the Institution helps them to get scholarships so that they can pursue their higher education. The institution also works for holistic development of the students through extracurricular activities.

IQAC is responsible for sustaining and enhancing academic quality of the institution. IQAC makes plans and to guide & monitor the execution of plan, meets regularly with the faculty members. IQAC also takes feedback from the students, parents on infrastructure, academic curriculum and after analysis of the same recommendations, suggestions are given for GB consideration.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

participative management

The institution under the leadership of the Principal practices decentralizationand participatory management. Different sub committees are formed to decentralize the work of the administration. Important statutory committees like finance committee, purchase committee are formed in GB with the representatives from all stakeholders. Principal in consultation with teachers' council formed other sub committees e,g Routine committee, admission committee, Pension & Service book committee, career counselling cell, Cultural committee, research and publication committee, Grievance Redressal cell, Library committee to coordinate different academic & extension activities, Student welfare activity related policies.

IQAC, Anti ragging cell, ICC are formed as per the guidelines of UGC.

IQAC Plays an important role for Academic and Administrative improvement of the college. IQAC makes Plan of action for the session, organise seminars, workshops in different issues, conduct feedback Process.

Heads of the Departments are responsible for departmental activities. They prepare class schedules, distribute syllabus among the teachers and monitor academic and other activities of the department.

Examination subcommittee is formed to conduct internal and university examinations and upload internal marks in the

university portal.

Participatory management are there in Governing Body through elected teaching, non teaching staff members and Student

representatives. In statutory committees members are allowed to express their views in different issues to improve the

infrastructure, facilities and the academic standard of the College and thereby participate in the management of the College.

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic Plan is to give opportunity of education to all section of society and is to make the society more environment friendly. To fulfil the strategy the institution have deployed various measures.

To make the campus eco friendly the institution is working continuously. Solar Panels havebeen installed on the roof of the administrative building for alternative power source. LED lamps are being used in library, office, meeting room.

sanitary vending machine & destroy machine have been installed in Girl's toilet and common room.

Messages with water conservation, energy savings, banning the use plastic are displayed in the campus. Environmental & Plantation Programme were organised.

The institution is active to spread education among all section of the society. There are reservation of seats for SC,ST, OBC & differently abled students.

The institution has arranged facilities like ramp, railing, special toilets for differently abled students.

60% of our students are girls students. Institution helps them to avail Kanyasree Prakalpa of west Bengal Government so that they can continue their higher education. SC, ST, Minority students also get Scholarship from state & central Government.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

As an aided college of the state government, at the top of the administration set up of the institution is Governing Body. Members of Governing body is elected/ selected from all stakeholders of the institution as per Government rule. Governing body appoints Principal as administrative head of the institution.

Administrative and academic staffs of the institution works under the leadership of the Principal.

Government sanctioned posts for teaching staffs are fulfilled as per government norms through College Service Commission. Non-teaching staffs are recruiited through proper examination & interview by the college authority.

As an affiliated college under Burdwan university service rules are followed as per the statute of the University.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	https://www.tarakeswardegreecollege.org/pages/administration/organogram.php
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non teaching staffs.

1. Loan facility from Staff Credit Co-Operative Society.

2. Casual leave, Earned leave, Medical leave, Child Care Leave as per Government rules.

3. Loan facility from the Provident Fund.

4. Puja Bonus for upto certain grade announced by the govt.

5. Employers Provident fund, Gratuity, leave encashment at the time of retirement as per Government rules.

6. Inclusion of staff under west Bengal Health Scheme.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	[View File]
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File]
Details of teachers attending professional development programmes during the year (Data Template)	[View File]

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institutions Performance Appraisal System is there to improve academic and infrastructural improvement. Institution perform appraisal of teaching staff by teachers performance form submitted by every teaching staff at the end of the year. Teachers are also appraised by the students through feedback process by answering the questionnair regarding teaching learning.

Principal discusses the teachers' performances with the teaching staffs. Strengths and weaknesses are identified andthe remedy is prescribed.

Performances of office and library are also appraised by the students through student satisfaction survey.

File Description	Documents
Paste link for additional information	[NA]
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As the institution is an aided college of Government of West Bengal external audit is done by the auditor approved by the

Department of Higher Education, Government of West Bengal. It is not done since 2 yrs.

Internal audit is done by an internal auditor annually.

Institute has separate Finance & Purchase committee to check the financial transactions.

An annual budget allocation is done by the Bursar.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute organises fund from different sources. Grant from the state Government and RUSA are two sources of funds for the institute. Other than grant from government, the institution depends on development fees and tuitions fees paid by the students for fund. College runs its day to day expenses by the fund collected from these fees. Other than fees from the students, college seeks donation from local individuals & alumni. Grant from the state Government and RUSA are used in infrastructural development like building new class rooms, ICT

development, repairing building. Fees collected from the students are used for running the institution. For efficient use of fund a budget is prepared yearly and passed in GB. Bursar control the financial transactions. Finance & Purchase committee monitor the financial activity for transparency and effective utilization of fund.

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of the institution is responsible for quality enhancement and sustenance of the Institution and acts to improve both academic and administrative activity of the institution. IQAC aims at delivering Quality Education, better Student Performances and healthy institutional Environment. IQAC make plans, guide and monitors the execution. IQAC conducts meeting periodically and keep a check on teaching learning process through teachers performance sheet, Annual report of head of the departments and students feed back on curriculum & teaching learning. IQAC also keeps a watch on the learning outcome through the results of the departments, higher Education Progression and job profile.

IQAC Collects feedback from students, parents to evaluate the academic process and the administration. Feedbacks are analysed and suggestions for improvements are recommended to the authority. Students feedback on faculty & the curriculum is conducted regularly.

IQAC Chalks a Plan of action for the session, sends it for administrative approval and reviews the actions taken.

IQAC organises seminars, webinars, workshops on different issues and also observe special days to infuse human values, gender sensitization, national harmony, social responsibility among the students.

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Due to Covid 19 pandemic lockdown in this session for a long period teaching learning was conducted in online mode. College prepared routine for all semesters keeping in mind the situation and teachers took online classes as per the routine. College website was upgraded for taking classes through web portal. Classes were taken in Google meet platform. Whatsapp groups for every semesters and departments were created to keep in touch with the students and review their performances, supply study materials, web links etc. Teachers overcame the barrier and used ICT tools to perform their dutiesin teaching and evaluation process.

Head of the departments reviewed the progress of completion of the syllabus allotted to individual teacher. IQAC conducted periodical meeting with the teachers & staffs. Apart from taking classes IQAC initiated various programmes like webinars, workshops, observation of special days.

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.tarakeswardegreecollege.org/pages/aboutus/iqac_naac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Having a safe space, free from discrimination and violence against women is one of the key methods to achieve gender equality. Based on this reality the Institute has initiated some measures which shows institution's sensitivity towards gender equity. Institution has constituted women cell, Internal Complain Committe (ICC), grievance redressal cell to create & spread awareness and resolve any issue if the complain arises. Counselling is done by the faculty members if students face any problem and need help. Specific facilities are provided to the girls student and female staff like separate toilet, girls common room etc.

The Women Cell of Tarakeswar Degree College (affiliated with The University of Burdwan), Hooghly, has developed an action plan for the academic year 2021-22 with a focus on the main goal of ensuring & promoting a safe and healthy atmosphere. The Women Cell, concentrate on initiatives that advance gender equality and women's empowerment. Women Cell has organized a self-defence workshop this year and planned to do so in coming sessions also.

Institute organises workshops & seminars on gender sensitizing issues to create awareness.

This Year department of Chemistry has organised a seminar on The International Day of Women and Girls in Science on 11 February 2022.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1JDFegIIkdeo4pBjcyaXC3Q8go7WvFdmV/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1Lu9JHaxZqwFCKBXhxEBnY9Q7t7FlUk6W/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute have different management and disposal techniques for solid, liquid, and Hazardous wastes.

For solid waste separate dustbins are used for bio degradable and non degradable waste. Each building has a number of recognised bins to collect waste. Students are made aware of the use of separate dustbins.

Garden waste and biodegradable solid waste collected from the canteen and dustbins are put in a pit in the garden to prepare compost and later used as fertilizer in the garden.

Paper wastes produced are gathered in one prescribed place. Local vendors are used to dispose of this paper trash. In order to decrease the use of paper for communication and document sharing, college promote digital platforms.

Liquid waste Produced is drained out through municipal drainage system.

Rain water harvesting system is installed in the campus. Rain water collected from the roof is stored in a storage tank and used for gardening. Excess rain water goes underground through pipe.

Designated Chemical Pit is there for waste from chemistry lab.

E-waste generated such as scientific, electrical and electronic instruments are kept in store room and equipments that cannot be recycled/reused is disposed off through vendors designated for E-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1mzMzfy-gv8PKwQxx4FV1Dgi_A_yNL_zP/view?usp=sharing
Any other relevant information	[View File]()

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

    1. **Restricted entry of automobiles**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material,	B. Any 3 of the above

screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Situated in the sacred municipal city of Tarakeswar, locally known as Babar Dham or "The city of Shiva" and a place of pilgrimage, Tarakeswar Degree College provides an inclusive environment for everyteaching, non-teaching staffs and students with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

Reservation quota stipulated by the government for different castes are maintained. Seats for physically challenged students are also kept reserved.

Our college organizes various sports and cultural activities to promote harmony among everybody. During the academic session, 2021-2022, Tarakeswar Degree College has conducted innumerable such activities of which the followings are worth mentioning.

- **International Women's day**
- **International Yoga day**
- **International Mother Language Day**
- **Rabindra Jayanti**

These were done with an aim to establish positive interaction among people of different racial and cultural backgrounds. There are different cells like Equal Oppurtunity Cell, Grievance Redressal Cell in the institution which deal with grievances without considering anyone's racial or cultural background.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Tarakeswar Degree College takes pride in the fact that apart from preparing a sound academic foundation of the student community,the College relentlessly attempts to develop them as better citizens of the country. In this regard, the College, apart from imparting formal education, inculcates a feeling of oneness among the student community through various practices and programmes.

The College ensures that the students participate very enthusiastically in all such activities. At 1:30 pm. every single day, the National Anthem is played, and everyone inside the college campus pays tribute to the Anthem. The College celebrates the Independence Day & the Republic Day with great pomp and vigour. Departments have organized various academic and co-curricular activities that not only initiate but also motivate the students to realize the Fundamental Duties and Rights of the Indian citizens and also to promote the "Unity in Diversity" of our motherland.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes	**B. Any 3 of the above**

for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates and organises various national and International commemorative days.

Every Year Republic Day and Independence Day, are observed by NSS Units & NCC Cadets of the institution.

In 2021-22 Session National Youth day was celebrated with great enthusiasm. NCC cadets paid their respect through parade. Department of music observed the day through an online Programme. Department of History & Pol Sc in collaboration with IQAC has organised An E-Quiz & Poster competition.

International Mother Language Day was also celebrated in the institution on 21st February.

Institution celebrates teachers' day to facilitate teachers on the occasion of birthday of Sarbapally Radhakrishnan.

International Yoga Day was celebrated on 21st June.

Kanyasree day was also observed by the Music Department and NSS.

Women Cell observes Womens Day through varoius programmes.

Department of Chemistry has organized a one day colloquium to

celebrate 'The International Day of Women & Girls in Science' on 11th February, 2022 (Friday) in online platform Google Meet.

The Institution also observes Environment Day every Year. This Year Department of Geography has celebrated Water Day and Earth day. Plantation programme was also organised by NCC & NSS. Through these events the institution tries to sensitize students on the environmental issues.

Quiz & Poster competition was organised on special occasions.

Events and festivals like Saraswati Puja, Rabindra jayanti, Annual Cultural Function were also organised by the institution.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Environmental Awareness

Title:Our campus Green Campus.

Goal:To maintain environmental balance of the campus and the surroundings.

Context:To create awareness about the environment among the students and local people.

Practice:Environment of our college campus is eco-friendly, it is surrounded with nature. A medicinal garden is also maintained by the NSS and biodiversity club. New saplings are planted regularly through plantation programme. NSS, NCC and bio diversity club through their activities tries to create awareness about the environment. To maintain Eco friendly environment in the campus the administration took some steps -

The campus is declared Plastic & Tobacco Free, installed Solar panel, encouraged cycling & walking, Less wastage of water and electricity etc.

2.Extension Activities

Title:Help the Society as you can.

Goal:To create awareness among the students as well as among the local people about various social and health issues.

Context: To be a part of the society and work for the well-being of the locality.

Practice:Students & Staffs of the college are engaged in extension activities. NSS units conductawareness programmes in their adopted villages on thalassemia, AIDS. NSS and NCC also takes active roles in making & maintaining thecampus & locality green.

At the time of Srabani Mela NCC & NSS volunteers helps local administration in the management of facilities & traffic. The institution also helps the needy as a part of its social responsibility.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Tarakeswar Degree College is one of the most important educational institutions in rural Hooghly district of West Bengal and it is well connected through rail and road.As it is an agriculture-based area, most of our students come from agricultural background and some of them are first generation learners. As an educational institution our vision is to impart education to all section of the society. We are proud to announce that 60% of our students are girl students. Institution believes in gender equity. Women cell organizes programme on gender sensitization. We have separate common rooms and toilets for the girl students and staffs. CCTV has been installed for

the safety and security of the girl students. Institute has also established ICC. Our institution is renowned for its cordial environment.

Our college is known for its extension activities. Our NCC and NSS are engaged with various awareness activities, swacchta abhijan and helps the institution to spread value and ethics in the society through their work. NCC Cadets of our college are recruited in army, Police.

Our students excelin sports. They won Prizes in university level. Our Women and Men volleyball teams are always in top ranking in the university level. Some of our volleyball players are selected to play in the University team & take part in national level Competitions. In Athletics also they won prizes as a team and in individual events.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. More Publications in care listed Journals.

2. Initiative for ISO Audit and Energy Audit.

3. Third Cycle NAAC Accreditation.

4. To build an Auditorium.

5. To organize Seminars/Workshops on IPR, Enterprenership, NEP 2020, Gender Sensitization.

6. Subscription of E-Journals, E-Books to make the library more digitized.

7. Academic & Administrative Audit.

8. Renovation of Indoor Sports Complex.