



YEARLY STATUS REPORT - 2020-2021

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, Hooghly**
- State/UT **West Bengal**
- Pin Code **712410**

2. Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Burdwan University**
- 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%202019-2020%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/TDC%20Academic%20Calender%2020_21.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 **3**

- 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)

Organising Webinars, online workshop on different issue and subject

Online class and examination Conduction in Pandemic Period

Regular online meeting with teaching and non teaching Staff

Conducting Feedback Process

Process for CAS of Teachers

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 |
|--|---|
| To Prepare college website for online class, Examination and upload study Material | College website was upgraded for online class and examination . through |
| Organising online seminar & workshops | webinars were organised to create awareness on Covid, Other than covid webinars also organised on different issues like Human Trafficking, Disaster Management, Basic Physics etc. Workshop was organised on ICT Tools, CBCS& online class conduction |
| Submission of Pending AQAR | AQAR of 2018-19 & 2019-20 submitted |
| Infrastructural Development | Purchased land for further Infrastructural development. Completed 1st floor of RUSA building |

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|----------------|--------------------|
| Governing Body | 29/12/2021 |

14. Whether institutional data submitted to AISHE

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, Hooghly |
| • State/UT | West Bengal |
| • Pin Code | 712410 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Semi-Urban |
| • Financial Status | Grants-in aid |
| • Name of the Affiliating University | Burdwan University |
| • 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/agar/AQAR%20of%20the%20IQAC%20Session%202019-2020%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/TDC%20Academic%20Calender%2020_21.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 | | | 3 | | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have | | | No | | |

| | |
|--|---------------------------|
| been uploaded on the institutional website? | |
| <ul style="list-style-type: none"> 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 |
| <ul style="list-style-type: none"> If yes, mention the amount | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | |
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| Online class and examination Conduction in Pandemic Period | |
| Regular online meeting with teaching and non teaching Staff | |
| Conducting Feedback Process | |
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| | |

| | |
|--|---|
| Plan of Action | Achievements/Outcomes |
| To Prepare college website for online class, Examination and upload study Material | College website was upgraded for online class and examination . through |
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| Submission of Pending AQAR | AQAR of 2018-19 & 2019-20 submitted |
| Infrastructural Development | Purchased land for further Infrastructural development. Completed 1st floor of RUSA building |
| 13.Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Governing Body | 29/12/2021 |
| 14.Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-21 | 26/03/2022 |
| 15.Multidisciplinary / interdisciplinary | |
| <p>Although UGC has released guidelines for multidisciplinary/ Interdisciplinary, as an affiliated college under the University of Burdwan, our Institution offers BA, B.Sc, B.Com & BBA UG courses in honours and general programmes as per university curriculum. However in CBCS System students are offered with interdisciplinary subjects in their course.</p> | |

| |
|---|
| <p>16.Academic bank of credits (ABC):</p> |
| <p>UGC drafted the concept of Academic Bank Credit 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.</p> |
| <p>17.Skill development:</p> |
| <p>1. Subject based skill enhancement courses are included in BA, B.Sc, B.Com UG courses.</p> <p>2. College took initiatives for skill development of the students by organizing workshops on CBCS system and how to attend online classes. For the faculty IQAC arranged a workshop on ICT tools.</p> <p>3. Certificate course on Rabindrasangeet was organised by Music department.</p> |
| <p>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p> |
| <p>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.</p> |
| <p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p> |
| <p>The Institution is eager to focus on outcome based education. BBA is taught as a Professional management course.</p> <p>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.</p> |

Career counselling cell organise seminar, workshop on job opportunity, job training.

20.Distance education/online education:

The Institution promotes distance & online education. The Institution was a centre for distant education for PG courses 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 | 4353 |
| 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 | 855 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 82 |
| 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 | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 59 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 72.32888 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 66 |
| Total number of computers on campus for academic purposes | |
| 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, CBCS system 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 calendar and specific curriculum set by the university.

Each department of the institute prepares a departmental academic plan, distributes its class and syllabus among the teachers. Head of the departments holds an execution meeting to review the academic process. Academic Process is regularly supervised by the Principal.

Various techniques of teaching – Interactive 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. After the outbreak of Covid19, departments started online classes and uploaded study material in college website.

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 | No File Uploaded |
| Link for Additional information | Nil |

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

As an affiliated institution adheres to the academic calendar prepared by the university. As an affiliated college the institution Prepare 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 | No File Uploaded |
| Link for Additional information | https://www.tarakeswardegreecollege.org/res/others/TDC%20Academic%20Calender%2020_21.pdf |

1.1.3 - Teachers of the Institution 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

A. All of the above

| 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)**

1

| 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

10

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

10

| 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 environment, gender issues and issues related to human ethics. Environmental science is a compulsory subject for UG Semester I .Students. Courses on Gender issues like Women Studies, Women and Education, Human rights are included in some UG courses of the university. .

Institution itself take initiatives to instil awareness and sensibility on these issues. Bio diversity club, Geography department conducts environmental awareness Programme. 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

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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

98

| 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 | D. Any 1 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 | No File Uploaded |
| URL for feedback report | https://drive.google.com/file/d/1T0sv9XeJRtA10d6WHesVO6YHgcb5FTfh/view?usp=sharing |

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

684

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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 department through classroom activity and response and through examination result. After the identification of slow and advance learner departments take measures accordingly.

For advance learner -Students are encouraged to right their concept on their own words on a specific topic .Project is given 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 learner 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 | Nil |
| 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 |
|--------------------|--------------------|
| 4353 | 82 |

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

Student Seminar, Special lecture by experts in varied issues on specific subject 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 student gather more knowledge about subject related issues. IQAC with the help of the departments arrange seminar, workshops on different relevant issues like Social issues, IPR, Pandemic , gender sensitization to make the student more knowledgeable, concerned about the Society.

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

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

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 enable tools. 15 Class rooms and 1 seminar hall are equipped with overhead projector. Most of the departments have their own laptop. Honours departments are equipped with desktop, Printer, internet connection, LCD Projector.

During the Covid 19 Pandemic 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 class and examination through college portal.

Class notes are uploaded in website and Google class room.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

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

82

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| 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

24

| 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

21

| 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

666

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

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 examination college tries to maintain the academic schedule prepared by the university. Internal exam is taken for every semester end university examination. Internal assessment is done by various technique- assignments, and projects by students, Viva, Class test. Notice of exam, project topic are given in advance. In the pandemic situation internal assessments were taken online Google forms.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

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 examination 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. Every student get adequate chance to give internal examination.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

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 | Nil |
| Upload COs for all courses (exemplars from Glossary) | 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 method-

- By Class test taken by specially honours departments
- Project work, assignment is given on a specific topic of a course

- Tutorial Classes are taken
- Students' Seminar organised
- Review the result of final university Examination
- Maintain record of students progression to higher education
- Maintain placement record of passout student & record of students who have passed examination -NET/SLET/JRF/SSC

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

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

815

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

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://www.tarakeswardegreecollege.org/pages/information/igac_naa_c.php

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 | Nil |

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 | |
| 01 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| 8 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| <p>Institution has carried out extension activities in the neighborhood to control pandemic situation, NSS and NCC units of our college distributed masks in adopted village and make the villagers aware about the benefit of using mask to control Covid 19. NSS units also sanitized the college campus and cleaned the nearby area.</p> <p>NSS Units of our college and Physical Education Department has organised three webinars on different issues related to Covid 19 Pandemic .</p> <p>Women cell and Department of Sociology jointly organised a</p> | |

national webinar on Human Trafficking.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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**

0

| 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 | No File Uploaded |

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

961

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| 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

12

| 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 | No File Uploaded |

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

0

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| 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 Physical facilities for the students. The institute has 58 class rooms. 16 classes are equipped with LCD Projector. Most of the classrooms are furnished with white board.

A Seminar room with a seating capacity of 75 people are there. Seminar room has a Smart board and Projector.

Science departments-Chemistry, Physics, Zoology and Botany has well equipped lab . Geography department, Commerce department and Computer Sc department has computer lab of their own.Wi Fi connection is availablethrough outthe campus.

Each department is equipped with one laptop . Honours departments has one desktop, LCD projector and net connection in the department.

Institution has a conference room and a specious staff room with individual seating arrangement with locker. Other than that every department has separate departmental room with storage for departmental materials, departmental Notice board to display notice, wall magazine etc

Back up Generator for continuous power supply

Solar Power System with the capacity of 30 kwt.

Central Library with more than 20000 books in different subjects.

One large staff room for faculty members in the administrative

building and separate departmental staff rooms are there for honours subjects. Toilets for staff and student are in adequate numbers.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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 Play ground for outdoor games like cricket, football.

The institution also has a indoor complex for playing indoor games.

In boy's common room there are facility for playing carom.

A gymnasium and yoga centre are there under the supervision of Physical Education Department.

There are lot of facilities for cultural activities in the institute. Music is taught as honours and general course under UG syllabus. Departmental students celebrates and took part in cultural activities.

Honours departments publish departmental wall magazine. Students exhibits their writing and painting skill there. Departments also organise quiz competition, Poster competition on different occasions

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| 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)**

53.69228

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| 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 interface. One is the admin interface used by the library staff and another is the user interface used by student and teacher. Through Koha library is doing all book related work, issue return of books, generating reports. Library books are bar coded. Our Koha is in cloud platform which help us to access library 24x7.

| File Description | Documents |
|--|-----------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |
| 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) | |
| 0.51582 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| 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 | |
| 4 | |

| 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 | Nil |

4.3.2 - Number of Computers

97

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

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 | View File |

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)

15.14490

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

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 classroom, seminar room 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 issues 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 with in 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 | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1247

| File Description | Documents |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefitted 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

49

| 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

C. 2 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.tarakeswardegreecollege.org/ |
| 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

195

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

195

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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 | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | View File |

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 | No File Uploaded |

| 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 | |
| 90 | |
| File Description | Documents |
| Upload supporting data for student/alumni | No File Uploaded |
| 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 | |
| 2 | |
| File Description | Documents |
| Upload supporting data for the same | View File |
| Any additional information | View File |
| 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. | |
| 0 | |

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| 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 | Nil |
| 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

4

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| 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 two executive committee meetings on an average every year.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| 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 From quality Awareness to Quality Assurance to Quality Sustain

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, administration has taken initiatives .

Decisions of Governing Body reflects the vision and mission of the institution. A handbook of code of conduct describes the duty of the stakeholders.

Different committees have been constituted to conduct institutional activities and these committees conduct meetings to keep a watch on it.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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 decentralise and 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 counseling cell, Cultural committee, research and publication committee, Grievance Redressal cell, Library committee to coordinate different academic & extension activities, Student welfare activity related policies.

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IQAC, Anti ragging cell, ICC are formed by the guideline 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 member and Student representation. 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 | Nil |
| 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 fulfill the strategy the institution have deployed various measures. -

Solar Power for alternative power source

sanitary vending machine is installed

Poster on energy savings, No use of plastic, water conservation

Environmental & Plantation Programme organised**Distribution of Masks in pandemic period.**

The institution is active to spread education among all section of the society. 60% of our student are girls student. Institution helps them to avail Kanyasree Prakalpa of west Bengal Government. SC, ST, Minority students also got Scholarship. There are reservation of seats for differently abled students & the institution arranged for some facilities like ramp, railing, toilets for them.

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| 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 a 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. Under the Leadership of Principal administrative and academic staffs of the institution works.

Government sanctioned posts are fulfilled as per government norms.

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

| File Description | Documents |
|---|---------------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

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 | No File Uploaded |
| 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 staff.

1. Loan facility from Staff Credit Co-Operative Society.
2. Casual leave, Earned leave Medical leave, Child Care Leave as per Government rule.
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 time of retirement as per Government rule.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| 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

2

| 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

14

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| 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 student through feedback process by answering the questioner regarding teaching learning.

Principal discuss the teachers' performance with the teaching staff. Strengths and weaknesses are identified and prescribe the remedy.

Performance of office and library are also appraised by the student through student satisfactory survey.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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

Institution conducts internal and external financial audits regularly. Internal audit is done by an internal auditor annually. As the institution is a 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.

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

An annual budget allocation is done by the Bursar.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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)

15000.00

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | View File |
| 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 organise fund from different sources. Grant from the state Government and RUSA are two sources of resource for the institute. Other than grant from government the institution depends on development fees and tuitions fees paid by the student for fund. College runs its day to day expenses by the fund collected from these fees. Other than fees from the student college seeks donation from local individual & alumni. College receive rent from the cheap store outside the gate and from the ATM .

Grant from the state Government and RUSA are used in infrastructural development like building new class room, ICT development, repairing building . Fees collected from the student 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 | Nil |
| 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 keep on 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 Collects feedback from students, parents to evaluate academic process and administration. Feedback was analyse and suggestions for improvement are recommended to the authority. Student feedback of teachers is conducted regularly.

IQAC Chalked a Plan of action for the session , send it for administrative approval and review the action taken.

IQAC organise seminar, webinar , workshop on different issues and also observe special days to infuse human values, gender sensitization, national harmony, social responsibility among the student

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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

In this academic session lockdown due to Covid 19 pandemic compelled the institution to switch on online mode of teaching learning. 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 class through web portal. Classes are taken in Google meet platform. Whatsapp group for every sem and department was created to keep in touch with the student and review their performance, supply study materials, web link etc. Teachers overcome the barrier and use ICT tools to perform their duty in teaching and evaluation process.

Head of the department reviewed the progress of completion of the syllabus allotted to individual teacher. IQAC conducted periodical meeting with the teachers & staff.

Apart from taking classes IQAC initiated various prorammes like- webinars, workshops, observation of special days.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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)

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| 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

Institute initiated some measures which shows institution's sensitivity towards gender equity -

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

Institution has constituted women cell, Internal Complain Committe (ICC) , grievance redressal cell to create awareness and resolve any issue if the complain arises. Counselling is done by the faculty members if students face any problem and need help.

College maintain zero tolerance policy on Ragging. An Anty Ragging cell is active in the institution.

CCTV installed in strategic places of the campus for Safety & Security

Security Guards posted at the entrance.

Adequate no of separate toilets for female and Male Student and Staff of the institution.

Separate Common Room for Girls Student. College has installed sanitary vending machine in the girl's common room & toilets to provide sanitary napkin at a minimum cost.

Toilet for disabled girls & boys student

.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | Nil |
| 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://docs.google.com/document/d/1bjgCbvgnmdTxI_CyJ720GnZoPEeNPhzX/edit?usp=sharing&oid=111718751305266591019&rtpof=true&sd=true |

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

Separate dustbins are used for bio degradable and non degradable solid waste.

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

Liquid waste is drained out through municipal drainage system.

Rain water harvesting is installed in the campus. Rain water collected in the storage is used for gardening and excess water goes underground through pipe.

Separate Pit is there for chemical waste of chemistry lab.

E waste generated is kept in the storeroom and disposed off time to time to the local vendors.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| 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

| <p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 | <p>A. Any 4 or All of the above</p> | | | | | | | | | | |
|---|--|-----------|---|---------------------------|--------------------------------------|-------------------------|-------------------------------------|-------------------------|--------------------------------|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="76 566 539 633">File Description</th> <th data-bbox="539 566 1445 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 633 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 633 1445 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 734 539 801">Any other relevant documents</td> <td data-bbox="539 734 1445 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table> | File Description | Documents | Geo tagged photos / videos of the facilities | View File | Any other relevant documents | No File Uploaded | | | | | |
| File Description | Documents | | | | | | | | | | |
| Geo tagged photos / videos of the facilities | View File | | | | | | | | | | |
| Any other relevant documents | No File Uploaded | | | | | | | | | | |
| <p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p> | | | | | | | | | | | |
| <p>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</p> | <p>D. Any 1 of the above</p> | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="76 1171 539 1238">File Description</th> <th data-bbox="539 1171 1445 1238">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1238 539 1384">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1238 1445 1384" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1384 539 1485">Certification by the auditing agency</td> <td data-bbox="539 1384 1445 1485" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1485 539 1585">Certificates of the awards received</td> <td data-bbox="539 1485 1445 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1585 539 1653">Any other relevant information</td> <td data-bbox="539 1585 1445 1653" style="text-align: center;">View File</td> </tr> </tbody> </table> | File Description | Documents | Reports on environment and energy audits submitted by the auditing agency | No File Uploaded | Certification by the auditing agency | No File Uploaded | Certificates of the awards received | No File Uploaded | Any other relevant information | View File | |
| File Description | Documents | | | | | | | | | | |
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded | | | | | | | | | | |
| Certification by the auditing agency | No File Uploaded | | | | | | | | | | |
| Certificates of the awards received | No File Uploaded | | | | | | | | | | |
| Any other relevant information | View File | | | | | | | | | | |
| <p>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</p> | <p>B. Any 3 of the above</p> | | | | | | | | | | |

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, 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 | No File Uploaded |

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).

Teacher, Non teaching staff and students of the institution come from different religions, communities but the institution maintained Cultural and social harmony in the campus.

Reservation quota stipulated by the government for ST, SC, OBCs are maintained . Seats for physically challenged students are also kept reserved. The institute observes & organise different Programmes to provide an inclusive environment-

Institution observes International mother language day to spread linguistic and cultural unity.

Republic Day and Independence Day, Birthday of Netaji Subhash Chandra Bose are observed by NCC and NSS units every Year for national unity.

NSS units celebrate National Youth day to commemorate birth anniversary of Swami Vivekananda on 12th January.

Rabindra Jayanti is observed by the rendition of songs, ellocation of Poetry.

| 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

To sensitize Employees and students of the institution about the constitutional obligations: values, rights, duties and responsibilities of citizens the institution organises different programmes. NSS and NCC units of the institution observes Republic Day, Independence day by hoisting flags. E quiz competitions was organised on Indian History on the occasion of 15th August by History department. Constitutional Day was observed by the Political Sc department to inculcate responsibility of a citizen among the student by organising poster competition.

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

C. Any 2 of the above

| 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.

Republic Day and Independence Day, National Youth day are observed by NSS Units & NCC Cadets of the institution.

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

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

Events and festivals like Saraswati Puja, Rabindra jayanti are also organised by the institution.

International Yoga Day is celebrated on 21st June.

Kanyasree day was also observed by the Music Department and NSS

E Quiz competition was organised on the occasion of Independence Day and Constitution Day.

National Sports day was celebrated by organising E quiz.

Institution also observe Plantation Day, Environment Day every Year.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| 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: College campus is eco-friendly, having a garden within and surrounded by trees, ponds and a football ground. A medicinal garden is maintained by the NSS and bio-diversity club. New saplings are planted regularly through plantation programmes. NSS, NCC and bio-diversity club tries to create awareness about the environment. NSS initiates cleaning drive regularly.

Steps taken by administration to maintain Eco-friendly campus -

Campus is announced as Tobacco Free and Plastic Free Zone

Organic Fertilizer used in the garden

Less wastage of water and electricity

Use of LED lamps in library building

Separate policy for e-waste and chemical waste.

2. Extension Activities

Title: Help the Society as you can

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

Context: to be a part of the society and work for the wellbeing of the locality.

Practice: College is working for the wellbeing of the locality through the activities of NSS units and NCC as detailed in the uploaded file.

| 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. Its students Scattered around 20 Km radius of the college. As it is an agriculture base area, most of the students come from agricultural background, some of them first generation learner. As an educational institution our vision is to impart education to all sections of the society.

Working towards gender equality -

60% of our students are girl students.

Women staffs actively take part in decision making.

Women cell organise programmes on gender sensitization.

Separate common room and toilets for women.

ICC and vivid security arrangement for safety and security of girl students.

NSS organises self defence training for the students.

Our college is -

Well connected by rail and road, very convenient to access.

Renowned for its cordial environment and harmony.

Having clean and eco-friendly campus.

Offering variety of subjects, demand for admission is high.

Known for its extension activity through NCC and NSS.

Our students excel in sports, win Prizes in university level. Our Women and Men volleyball teams are champions in inter-college competition. Some of our students are State/ National level athletes.

| 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

- Keeping in mind the Pandemic situation Strengthening E Resources available for the student
- Entry of the institution to Social Media Platform
- Measures to be taken to fulfil vacant teaching posts.
- To Start some new Add-On/Certificate Courses.
- Renovation of existing Seminar Hall
- Encourage the teachers to engage with research work and Publish research papers in UGC CARE journals
- To organise webinars , Seminar, Self defence workshop
- To start wellness centre/ Yoga centre.
- To publish Institutional Journal Mosaic .
- To strength Alumni Association