

TARAKESWAR DEGREE COLLEGE

Tarakeswar, Hooghly, West Bengal, PIN-712410

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The Annual Quality Assurance Report (AQAR) of the IQAC

Session: 2017-2018

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Session: 2017-2018**

Part – A

1. Details of the Institution

1.1 Name of the Institution

TARAKESWAR DEGREE COLLEGE

1.2 Address Line 1

Tarakeswar

Address Line 2

P.O.+ P.S.-Tarakeswar

City/Town

Dist.-Hooghly

State

West Bengal

Pin Code

712410

Institution e-mail address

info@tarakeswardegreecollege.org

Contact Nos.

03212-276269

Name of the Head of the Institution:

Dr. Amal Kanta Hati

Tel. No. with STD Code:

033-2664-4692

Mobile:

9433357752

Name of the IQAC Co-ordinator:

Dr Soma Saha

Mobile:

9830450294

IQAC e-mail address:

iqac@tarakeswardegreecollege.org

1.3 NAAC Track ID

WBCOGN13289

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

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

1.5 Website address:

Web-link of the AQAR:

**www.tarakeswardegreecollege.org/submission/
tdc_aqar_format_2017-18.pdf**

1.6 Accreditation Details

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

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

1.8 AQAR for the year **2017-18**

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

- i. AQAR 2015-16 submitted to NAAC on 24/09/2018 (DD/MM/YYYY)
- ii. AQAR 2016-17 submitted to NAAC on 29/11/2018 (DD/MM/YYYY)
- iii. AQAR 2017-18 submitted to NAAC on 24/12/2018 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)
- v. AQAR _____ (DD/MM/YYYY)
- vi. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Certificate course in Functional & Communicative English.

1.12 Name of the Affiliating University (for the Colleges)

The University of Burdwan

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University **N.A.**

University with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme

N.A.

UGC-CE

N.A.

UGC-Special Assistance Programme

N.A.

DST-FIST

N.A.

UGC-Innovative PG programmes

N.A.

Any other (Specify)

N.A.

UGC-COP Programmes

N.A.

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

9

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Teachers' Career Advancement Scheme Promotion: A Guideline

2.14 Significant Activities and contributions made by IQAC

- Institutional Website redesigned
- College has introduced Web based College Administrative Management System (CAMS) for cash less online payments of students.
- Organised workshop on 'Teachers' Career Advancement Scheme Promotion : A Guideline'
- Organized workshops and seminars for girl students on gender sensitisation and career guidance through Women Cell
- Introduced Career Oriented Skill Development Courses viz. Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses
- Regularised student mentoring
- Monitored institutional activities
- Organised Training Programme on usage of Smart Board
- Organised Blood Donation camp, Psychological counselling through NSS
- Organised programme on Environmental Awareness & sustainable development, such as-Celebration of Youth Day, World Environment Day etc.
- Organised Seminar on 'Awareness of AIDs', 'General Health and Hygiene' and 'Mental Health and Personality Development' through NSS
- Strengthened Career Counselling and Placement Cell
- Tree plantation programme organised

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Digitisation	<ul style="list-style-type: none"> • Institutional Website redesigned • Computer Lab strengthened by installing computers with internet connectivity. • Continual upgradation of Internet facilities • Wi-Fi Enabled Campus

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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	15	01	01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			01
Others				
Total	16	01	01	01
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS (1st year) & Open Options (2nd & 3rd Year)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14 [All UG (1st year)]
Trimester	
Annual	14 (All UG Second & Third Year)

1.3 Feedback from stakeholders*

Alumni

(On all aspects)

Parent Empl Student

Mode of feedback : Online Manual Co-operating schools (for PEI)

Analysis of the feedback in the year 2017-18 ((See Annexure-II

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

CBCS system introduced in all UG programmes with effect from 1st July 2017. The revision or updating of syllabi is done by the University. The college follows the syllabus as provided by the University

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	46	21	5	1 (Principal)	19

2.2 No. of permanent faculty with Ph.D. 17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	1	4							1	4

2.4 No. of Guest and Visiting faculty and Temporary faculty 38 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	24	19
Presented papers	13	9	3
Resource Persons	0	2	0

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

- ICT has been introduced in the college for teaching and learning
- In response to the introduction of CBCS, the session plan for every subject is prepared well before the commencement of each semester and the same is shared with all students at the start of the academic year
- Hard copy and Soft copy (PowerPoint Presentation /PDF) of Study materials shared by faculty members with students
- Internal tests and practical exams are being conducted to evaluate the performance of students as per University guidelines
- In order to teach the students in a more illustrative way, teachers use Smart Boards, laptops, LCD projectors in the class room
- Regular educational excursions in Geography, History, Bengali, Commerce, Computer Science and BBA departments are held
- Field Visits are undertaken by few departments
- Remedial coaching classes arranged for the slow learners
- Student mentoring classes are held in small groups to help students to overcome their problems and discuss career opportunities
- Departmental seminars are organised by the faculty members
- Industrial tours are organised by BBA and commerce department

2.7 Total No. of actual teaching days during this academic year 215

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

Examinations are being conducted as per strict guidelines laid down by the University. Internal Assessments consisting of Class Test / Assignment / Seminar and projects are being conducted by all the departments for students enrolled under CBCS. The Internal Assessment marks are part of the University Final result. For the students enrolled under Three Year Degree Course Programme, prior to the University final examinations, college conducts College Test Examination and class test for all Honours and General students.

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop Nil Nil 18

2.10 Average percentage of attendance of students 71

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				Pass %
			Distincti on %	I %	II %	III %	
B.A. (General)	591	405			9%	91%	68%
B.A. (Hons. in Sociology)	32	23		13%	87%		72%
B.A. (Hons. in Bengali)	58	48		23%	77%		83%
B.A. (Hons. in History)	46	36		17%	83%		78%
B.A. (Hons. in English)	60	48		6%	94%		80%
B.A. (Hons. in Geography)	26	20		5%	95%		77%
B.A. (Hons. in Philosophy)	21	12		17%	83%		57%
B.A. (Hons. in Music)	16	7			100%		44%
B.A. (Hons. in Sanskrit)	43	30		13%	87%		70%
B.Sc. (General)	12	8			100%		67%
B.Sc. (Hons. in Computer Science)	13	9		11%	89%		69%
B.Com (General)	4	2			100%		
B.Com (Hons. in Accountancy)	41	30		13%	87%		73%
B.B.A. (Hons.)	15	15		40%	60%		100%

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

- IQAC has prepared Academic Performance Sheet for faculty members. Faculty members fill up the said sheet on monthly basis and submit it to the IQAC Coordinator for verification. IQAC Coordinator and senior members review it and give necessary suggestions, if required
- IQAC meetings are held at college as well as at departmental level to plan the academic activities of the college
- IQAC proposes to the departmental heads to prepare the Annual plan of the respective departments at the beginning of each session, to assign syllabus to the departmental teachers, prepare time schedules for term tests, Internal Assessments and to convene the term review meetings
- IQAC also recommends the departments to organise e-classes, seminars, educational tours and excursions
- IQAC motivated the Faculty members to participate in Inter-National, National and State Level Seminars, Workshops and value-added courses.
- IQAC records the Remedial, tutorial and Student Mentoring classes
- IQAC encourages the Faculty members for field visit, to arrange Mock Group Discussions, Debates and Practical training on Tally for Commerce students
- IQAC takes feedback from the outgoing students and gives a report to the Principal

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	23
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	0	0	04
Technical Staff	01	0	0	01

Criterion – III

3. Research, Consultancy and Extension

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

- The college has a research committee to monitor and address issues related to the research works
- IQAC regularly proposes and encourages the faculty members to undertake FDP, MRPs and to present and submit research papers in seminars/conferences
- IQAC advises the faculty members to publish research articles in reputed journals and books. The college authority provides books and equipment for carrying out the research work
- IQAC persuades the college authority (Principal and the Governing Body) to sanction Study leave to the faculty members to facilitate their research activities.
- Departmental Seminars are prepared and held regularly.
- Students are encouraged to participate in different seminars and workshops held in their own institution and other institutions. They are also encouraged to write research article and present the same.
- The students at their final year of graduation are required to submit a project article on Environment, and the faculty members supervise the works of the students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		1
Outlay in Rs. Lakhs		1.80		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	4	Nil
Non-Peer Review Journals	Nil	Nil	1
e-Journals	Nil	3	Nil
Conference proceedings	2	3	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	N.A.	N.A.	N.A.
Minor Projects	1	UGC	1,80000/-	1,35000/-
Interdisciplinary Projects *	2	ICSSR	18,00,000/-	14,00,000/-
Industry sponsored	Nil	N.A.	N.A.	N.A.
Projects sponsored by the University/ College	Nil	N.A.	N.A.	N.A.
Students research projects <i>(other than compulsory by the University)</i>	Nil	N.A.	N.A.	N.A.
Any other(Specify)	Nil	N.A.	N.A.	N.A.
Total	1	N.A.	1,80000/-	1,35000/-

* co-Investigator

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A.

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	3	22
Sponsoring agencies	Nil	Nil	Nil	BU NSS Dept.	College fund

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

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

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

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

2

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF **Nil** SRF **Nil** Project Fellows **Nil** Any other **Nil**

3.21 No. of students Participated in NSS events:

University level **100** State level **Nil**
 National level **Nil** International level **Nil**

3.22 No. of students participated in NCC events:

University level **4** State level **210**
 National level **6** International level **Nil**

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	2	State level	1
National level	2	International level	Nil

3.25 No. of Extension activities organized

University forum	1	College forum	2
NCC	Nil	NSS	15
		Any other	Nil

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

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

Sl. No.	Date	Seminar Title	Name of the key Speaker/ Organiser
01	20-12-2017	Women Empowerment and Economic Development	Dr Soma Saha Dr Rama Nag
02	08-03-2018	Workshop on Violence against Women in India	Prof Arundhati Roy Moulik Dr Sutanuka Ghosh Ray

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

Sl. No.	Date	Seminar / Activities	Name of the key Speaker/Organiser
01	17-08-2017	New comer Volunteer Meeting	NSS Coordinator, TDC
02	04-09-2017	College campus cleaning	NSS Coordinator, TDC
03	09-11-2017	Blood donation camp	Dr. Shyama Prasad Dan
04	24-11-2017	College campus cleaning	NSS Coordinator,

			TDC
05	01-12-2017	Seminar on AIDS: Awareness and Prevention	Dr. Shamim
06	12-01-2018	Youth day celebration	NSS Coordinator, TDC
07	08-02-2018	Rally on General Health & Hygiene in Tarakeswar Township Area	NSS Coordinator, TDC
08	27-02-2018	Seminar on Mental Health and Personality Development	Dr Kaustav Mondal
09	27-03-2018	Psychological Counselling	Dr. Suchetana Pal
02-04-2018 to 09-04-2018 Special camp			
10	02-04-2018	Rally in village and town on general health and hygiene (Gourbati Purba & Pashim, Guria)	NSS Coordinator, TDC
11	03-04-2018	College campus cleaning	NSS Coordinator, TDC
12	04-04-2018	<i>Swachha Bharat Abhijan</i> in the adopted villages	NSS Coordinator, TDC
13	05-04-2018	Rural development programme in adopted village	NSS Coordinator, TDC
14	06-04-2018	Seminar on Social Welfare and Psychological Counselling	Dr. Suchetana Pal
15	07-04-2018- 09-04-2018	<i>Swachha Bharat Abhijan</i> and Rural development programme in the adopted villages	NSS Coordinator, TDC
16	05-06-2018	Speech on World Environment Day	Dr Amit Sarkar, Dr Debasree Mondal & Prof Suvro Sarkar

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.54 acres	N.A.	Donation	3.54 acres
Class rooms	47	5 Auditorium Building (Phase-I & II)	RUSA (4838736.00)	52
Laboratories	8	Nil	Nil	8
Seminar Halls	1	Nil	Nil	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Server-3 Gen Set-2 Display-2 Projector-17 Xerox-5 Desktop-95 Laptop-25 Thinclient-20	Wooden Furniture viz Desk, Chair, Bench & Steel Almira	State Govt.	Server-3 Gen Set-2 Display-2 Projector-17 Xerox-5 Desktop-95 Laptop-25 Thinclient-20
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 10000000/-		Rs. 10000000/-
Others		Water purifier cum Cooler for Students' in Auditorium Building & New Books for Central Library	College Fund State Govt.	

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	21980	2765856.00	617	231682.00	22597	2997538.00
e-Books	NLIST e-Book Database					
Journals & Periodicals	J-8 P-10	16000.00	J-8 P-10	16000.00		
e-Journals	NLIST e-Journal Database					
Digital Database	Nil					
CD & Video	Nil					
Others (specify)	Nil					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	81	04	20 mbps	1 For Library		18	21	
Added	Nil	Nil	60 mbps					
Total	81	04				18	21	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Institutional Website redesigned
- All the Departments and Computer Labs are connected to LAN with Internet Facility.
- Adequate computer access to faculty/staff/students
- Class rooms, Library, Canteens, Library, Hostels and Open areas are covered under Wi-Fi
- The college also installed a CCTV and a Digital Notice Board in the college campus and set up a well-equipped e-class.
- Organised Training Programme on ICT and use of Smart Board

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.45
ii) Campus Infrastructure and facilities	48.40
iii) Equipments	3.1
iv) Others	6.9
Total :	59.85

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information about the Student Support Services are conveyed by IQAC through the college website and also made available on the college notice boards
- E-mail and SMS service is used to inform the students about different activities for academic and extra- curricular activities
- College has introduced Web based College Administrative Management System (CAMS) for cash less online payments of students.
- Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge with easy digital access.
- SC and ST Students are encouraged to continue their education by way of Scholarships from Government and Non – Government Organizations
- Different student committees are formed to support cultural, sports and extra-curricular activities throughout the year and their functioning is supervised by the authorities of the college
- For academic progression of the students, remedial coaching and extra classes are conducted
- All teaching faculties prepare the course materials for the courses they teach before commencement of each semester.
- Identifying the slow learners and requesting the teachers concerned to provide some additional help or guidance or coaching.
- Question banks and answers are provided to the students to score good marks in the examinations
- Introduced Career Oriented Skill Development Courses viz Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses
- Library is equipped with various text & reference books and journals to supplement the thrust of students and to enrich their self-learning ability.
- National Service Scheme (NSS) & NCC encourage the students to take part in community development activities.
- IQAC advises the Career counselling cell, Women’s cell, Anti-Ragging committee to interact with the students and to do various works for the benefit of the students. These committees take care of day to day students support as and when required. IQAC regularly interacts with these committees.

5.2 Efforts made by the institution for tracking the progression

Progressions are regularly monitored by the respective Sub-committees of the Institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3997	N.A.	N.A.	N.A.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1545			2452	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2176	758	195	487		3616	2382	813	212	590	25	3997

Demand ratio **3 : 1** Dropout % : **12 %**

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

- Training on Aptitude/Quantitative/ Communication skills for students through placement cell
- Career Counselling Cell arranges workshop on career options
- Necessary guidance is provided to interested students in their preparation for competitive examinations
- A good stock of current books and journals for competitive examinations are made available to student as and when required

No. of students beneficiaries **78**

5.5 No. of students qualified in these examinations : **College has no search mechanism.**

NET	2	SET/SLET	4	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

- The Student counselling cell extends counselling assistance to the students with psychological, academic and social concerns
- The final year students are given the career guidance for improving their knowledge and to know about the job market.
- Introduced Career Oriented Skill Development Courses viz Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses
- To offer individual counselling to the students as and when necessary.
- Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring, which is offered in the department at multiple levels
- IQAC conducts workshops and seminar with the help of various agencies who offers jobs

No. of students benefitted **186**

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	152

5.8 Details of gender sensitization programmes

- Women Cell organizes several programmes to enhance the confidence level of girl students for their empowerment in the society.
- International Women’s Day was celebrated as it gave an opportunity to address the students about the remarkable contribution of women to our society.
- Personal and academic problems of girl students are counselled and solved.
- Student awareness is created about enrolment in *Kanyashree Prokalpa* of Government of West Bengal for financial assistance of girl students under the age of eighteen years.

5.9 Students Activities

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

State/ University level **156** National level **9** International level **Nil**

No. of students participated in cultural events

State/ University level **12** National level **Nil** International level **Nil**

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

Sports : State/ University level **29** National level **04** International level **Nil**

Cultural: State/ University level **4** National level **Nil** International level **Nil**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	145	56100.00
Financial support from government	1361	24907200.00
Financial support from other sources	85	314000.00
Number of students who received	Nil	Nil

International/ National recognitions		
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5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

5 grievances were received from the students. All the grievances were satisfactorily redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the College

Dissemination of Learning among all members of the society across narrow barriers of caste, creed and religion and also among the economically challenged

Mission of the College

From Quality Awareness through Quality Assurance to Quality Sustainance.

6.2 Does the Institution has a management Information System

- College uses a web based College Administrative Management System (CAMS) in the office through which all information regarding students, teachers and non-teaching staff and also regarding admission, examination and college accounts is systematically maintained.
- College library management software KOHA is used for library service and various information.
- Suggestion given by the governing body, the Management Committee and Finance Committee are implemented by various administrative offices, under the leadership and guidance of the Principal.
- The heads of the departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department.
- Regular meetings of the Teachers' Council are held to discuss and decide on matters relating to academics and administration.
- Information relating to all institutional aspects is systematically maintained and made available to all stakeholders

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- All teaching faculties prepare the course materials for the courses they are teaching before commencement of each semester.
- For academic progression of the students, remedial coaching and extra classes are conducted
- Identifying the slow learners and requesting the teachers concerned to provide

some additional help or guidance or coaching.

- Hard copy and Soft copy (PowerPoint Presentation /PDF) Study materials are shared by faculty members with students.
- Question banks and answers are provided to the students to score good marks in the examinations
- Technology enabled Teaching Learning process is practised in college. LCD projectors are used regularly for teaching. ICT enabled teaching makes the class more effective. A few of the class rooms are developed as “Smart class rooms”.
- Necessary changes are made according to feedback received from students.
- Invited talks and seminars on topics of contemporary relevance are conducted
- Well stacked library provides all necessary reading materials for both faculties and students
- Educational tours are organized by Geography, History, Bengali, Commerce, Computer Science and BBA departments
- Field work is done by Geography department
- Faculty members participate in Orientation Programme, Refresher Courses and Short-Term Training Programme to enhance their teaching skills.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- IQAC encourages the faculty to undertake doctoral research work. Most of the Assistant & Associate Professor are engaged and registered in Ph.D. Programmes.
- Study Leave is granted to the teachers for research work
- On-Duty Leave is granted to the teachers for participating in conference, FDP, Seminars etc.
- Encourages faculty to organize, attend and present papers at state/national/international conferences and seminars.
- Faculty members and students are motivated to publish their research papers in reputed national and international journals.
- Library has been well equipped for providing the teachers with latest books and journals
- Projects are undertaken by students in some departments as part of the syllabus
- All students of the final year submit a research project on Environmental aspect as part of the compulsory Environmental Science subject.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The physical infrastructure has been remarkably improved / developed

- Institutional Website redesigned
- Student and Staff Canteen have been reconstructed
- Class rooms, Library, Canteens, Hostels and Open areas are covered under Wi-Fi
- Purchase of books and development of college library is undertaken by utilising UGC fund, RUSA fund and a part of college fund
- Total computerisation of the library service has been achieved
- LCD projectors are used in few classrooms
- Internet service has been made available to the library users
- Each Honours department and few General departments maintain and runs a library of its own. Annual budgetary allocation is made available to each department for purchasing text and reference books each year.

6.3.6 Human Resource Management

- The human resource of the college is managed in a free and democratic manner. The college's aim is to make optimum use of the available human resource.
- Teachers are allotted classes and duties as per the University norms, Government regulation and UGC directives.
- Non-teaching staff are allotted duties for which they have been appointed as per statutes of Burdwan University.
- Faculty and staff are encouraged to participate in self-development programme.
- Administration supports faculty, staff and students with necessary technical aid to optimize their work.
- Teachers and Non-teaching staff are generally granted casual leave, earned leave, medical leave and leave on duty.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

- Admission of students is done completely On-line on the basis of merit.

- Separate Support Service Tab in College website for admission
- Reservation is strictly followed as per state govt. rules.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes and Puja advance
Non teaching	Group insurance, Accidental Benefit Schemes, Staff Welfare Fund and Puja Bonus
Students	Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme.

6.5 Total corpus fund generated

College Fund	: Rs. 3414815.00
State Govt. Grant	: Rs. 100000.00
UGC Grant	: Rs. 1488744.00
RUSA Grant	: Rs. 7291666.00

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	The University of Burdwan	Yes	Governing Body
Administrative	No	N.A.	Yes	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Faculty members prepare syllabus module as per Burdwan University Syllabus.

6.11 Activities and support from the Alumni Association

Since the college is located in a backward area, the alumni cannot afford any financial support. However, they give constructive suggestions for the development of the college.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. However, each department arranges meetings with the parents from time to time to appraise them of the students' academic progress and discuss various students-related issues. The IQAC, however, feels the need to form a regular Parent-Teacher Association which will work for the development of the college.

6.13 Development programmes for support staff

Computer Training, Communicative English training and workshop for quality enhancement have been provided to the support staff of the college.

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

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Class rooms, Library, Canteens, Hostels and Open areas are covered under Wi-Fi
- College has introduced Web based College Administrative Management System (CAMS) for cash less online payments of students.
- Institutional Website redesigned
- Introduced Career Oriented Skill Development Courses viz. Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses
- Student mentoring classes are held in small groups to help students to overcome their problems and discuss career opportunities. Student mentoring is being recorded in every Department.
- Hard copy and Soft copy (PowerPoint Presentation /PDF) Study materials are shared by faculty members with students.
- E mail and SMS services are subscribed for delivering urgent information to the students of the college

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

- Organised Training Programme on usage of Smart Board
- Computer Lab strengthened by adding computers with internet connectivity.
- Institutional Website redesigned
- All teaching faculties prepare materials for the courses they teach before commencement of each semester.
- Identifying the slow learners and requesting the teachers concerned to provide some additional help or guidance or coaching.
- Question banks and answers are provided to the students to score good marks in the examinations
- Introduced Career Oriented Skill Development Courses viz. Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses
- Organizing workshops and seminars for girl students on gender sensitisation and career guidance through Women Cell
- Communicative English Program to develop fluency in English and get good placement.
- E mail and SMS services are subscribed for delivering urgent information to the students of the college
- Organised Blood Donation camp, Psychological counselling through NSS
- Organised Seminar on ‘Awareness of AIDS’, ‘General Health and Hygiene’ and ‘Mental Health and Personality Development’ through NSS

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

- Introduced Career Oriented Skill Development Courses viz. Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses
- Student mentoring classes are held in small groups to help students to overcome their problems and discuss career opportunities and Student mentoring is being recorded in every Department.

See Annexure-III

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes No

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

Strength

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

Weakness

- i) As our institution is located in rural area, we scarcely have academically brilliant students at the entry level.
- ii) Rural back-ground students have fear about English Language.
- iii) Shortage of fulltime faculty and staff.
- iv) Lack of fund for research work.
- v) As our institution is located in rural area it is very difficult to arrange campus Placement on regular basis.

Opportunities

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

Threat

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

8. Plans of institution for next year

- To strengthen Counselling, Mentor and Placement Activity
- To offer regional specific (e.g. agriculturally based) add-on course and job-oriented course to increase option for students
- Arrange On Campus Placement for students
- To upgrade laboratory infrastructure /equipment
- To organise nature / environment related programme
- To Tie up with more Professional and Institutional bodies
- To obtain research-funded projects
- Introduce Parent-Teacher Association in the college
- Increase the number of reference books in library
- Arrange Bank facilities for the benefit of the poor students
- To Organize a greater number of Workshops, State Level and National level conferences

Name : **Dr. Soma Saha**

Soma Saha

Signature of the Coordinator, IQAC

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

Name : **Dr. Amal Kanta Hati**

Amal Kanta Hati

Signature of the Chairperson, IQAC

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



Annexure I

THE UNIVERSITY OF BURDWAN
Department of Inspector of Colleges

Academic Calendar for the affiliated Colleges- year 2017-2018 (From 1st July, 2017 to 30th June, 2018)

First Term : 01.07.2017 to 25.09.2017

Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
July 17	1st	July (1)			1 Day	
July 17	2nd	July (2-8)	1 day: Sunday-02.7.17	1 Day	6 Days	
July 17	3rd	July (9-15)	1day: Sunday- 09.7.17	1 Day	6 Days	
July 17	4th	July (16-22)	1 day: Sunday- 16.7.17	1 Day	6 Days	
July 17	5th	July (23-29)	1 day: Sunday- 23.7.17	1 Day	6 Days	
July-Aug. '17	6th	July 30-Aug.5	1 day: Sunday- 30.7.17	1 Day	6 Days	
Aug. '17	7th	Aug. (6-12)	1day: Sunday 6.8.17	1 Day	6 Days	
Aug. '17	8th	Aug. (13-19)	3days Sunday-13.8.17, Janmashtami-14.8.17 & Independence Day- 15.8.17	3 Days	4 Days	
Aug. '17	9th	Aug. (20-26)	1 day, Sunday - 20.8.17	1 Day	6 Days	
Aug -Sept. '17	10th	Aug. 27-Sept.2	2days: Sunday- 27.8.17 & Id-Uz-Zoha- 2.9.17	2 Days	5 Days	
Sept. '17	11th	Sept. (3-9)	1 day: Sunday- 3.9.17	1 Day	6 Days	

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Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Sept. '17	12th	Sept. (10-16)	1 day: Sunday-10.9.17	1 Day	6 Days	
Sept. '17	13th	Sept. (17-23)	1 day: Sunday- 17.9.17 & Mahalaya- 19.9.17	2 Days	5 Days	
Puja Holidays from 26.09.17 to 12.10.17						
Sept. '17	14th	Sept. (24-30)	1 day: Sunday- 24.9.17	6 Days	1 Day	
Sept-Oct '17	15th	Oct.(1-7)	Puja Vacation (Maharram-1.10.17, Gandhiji's Birthday-2.10.17)	7 Days	Nil	
Oct. '17	16th	Oct. (8-14)	1 day: Sunday- 8.10.17	4 Days	2 Days	
2nd Term : From 13.10.17 to 31.12.17						
Oct. '17.	17th	Oct. (15-21)	1 day: Sunday- 15.10.17, Kali Puja-19.10.17 to 20.10.17 & Bhatridwitya-21.10.17	4 Days	3 Days	
Oct. '17	18th	Oct. (22-28)	1 day: Sunday- 22.10.17	1 Day	6 Days	
Oct.-Nov. '17	19th	Oct.29-Nov.4	2 days: Sunday- 29.10.17 & Guru Nanak's Birthday-04.11.17	2 Days	5 Days	
Nov. '17	20th	Nov. (5-11)	1 day: Sunday 05.11.17	1 Day	6 Days	
Nov. '17	21st	Nov. (12-18)	1 day: Sunday-12.11.17	1 Day	6 Days	
Nov. '17	22nd	Nov. (19-25)	1 day: Sunday-19.11.17	1 Day	6 Days	

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Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Nov.-Dec. '17	23rd	Nov. 26-Dec.2	2 days: Sunday-26.11.17 & Fathehadooazdaham-02.12.17	2 Days	5 Days	
Dec. '17	24th	Dec. (3-9)	1 day: Sunday- 03.12.17	1 Day	6 Days Examination (Tentative)	Semester Examination (Tentative)
Dec. '17	25th	Dec. (10-16)	1 day: Sunday-10.12.17	1 Day	6 Days Examination (Tentative)	Semester Examination (Tentative)
Dec. '17	26th	Dec. (17-23)	1 day Sunday-17.12.17	1 Day	6 Days Examination (Tentative)	Semester Examination (Tentative)
Dec. '17	27th	Dec. (24-30)	2 days: Sunday-24.12.17 & X-Mas day- 25.12.17	2 Days	5 Days	
3rd Term : From 01.01.18 to 30.6.18						
Dec '17- Jan.'18	28th	Dec. 31-Jan.06	2 days: Sunday- 31.12.17 & New year's day - 01.1.18	2 Days	5 Days	
Jan. '18	29th	Jan. (7-13)	2 days: Sunday-07.1.18 & Birth Day of Swami Vivekananda -12.1.18	2 Days	5 Days	
Jan. '18	30th	Jan. (14-20)	1 day: Sunday-14.1.18	1 Day	6 Days	
Jan. '18	31st	Jan. (21-27)	4 days: Sunday- 21.1.18, Saraswati Puja -22.1.18, Netaji's Birth Day-23.1.18 & Republic Day - 26.1.18	4 Days	3 Days	

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Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Jan.-Feb. '18	32nd	Jan.28-Feb.3	1 day: Sunday -28.2.18	1 Day	6 Days	
Feb. '18	33rd	Feb.(4-10)	1 day: Sunday -04.2.18	1 Day	6 Days	
Feb. '18	34th	Feb.(11-17)	2 days: Sunday -11.2.18 & Shivaratri- 14.2.18	2 Day	5 Days	
Feb. '18	35th	Feb.(18-24)	1 day: Sunday-18.2.18	1 Day	6 Days	
Feb.-Mar. '18	36th	Feb.25 - Mar.3	3 days: Sunday- 25.2.18 & Doljatra- 01.3.18 to 02.3.18	3 Days	4 Days	
Mar. '18	37th	Mar.(4-10)	1 day: Sunday- 04.3.18	1 Day	6 Days	
Mar. '18	38th	Mar.(11-17)	1day: Sunday-11.3.18	1 Day	6 Days	
Mar. '18	39th	Mar.(18-24)	1day: Sunday-18.3.18	1 Day	6 Days	
Mar. '18	40th	Mar. (25-31)	2 days: Sunday- 25.3.18 & Good Friday- 30.3.18	2 Days	5 Days	
Apr.'18	41st	Apr.(1-7)	1 day: Sunday- 01.4.18	1 Day	6 Days	
Apr. '18	42nd	Apr.(8-14)	2 days: Sunday- 08.4.18 & 14.4.18- Birth Day of Dr. B.R. Ambedkar	2 Days	5 Days	

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Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Apr. '18	43rd	Apr.(15-21)	1 day: Bengali New Year's Day & Sunday- 15.4.18	1 Day	6 Days	
Apr. '18	44th	Apr.(22-28)	1day: Sunday- 22.4.18	1 Day	6 Days	
Apr.-May '18	45th	Apr.29 - May 5	2 days: Sunday- 29.4.18 & May Day-1.5.18	2 Days	5 Days	
May '18	46th	May(6-12)	2 days: Sunday- 06.5.18 & Rabindra Jayanti- 09.5.18	2 Days	5 Days	
May '18	47th	May(13-19)	1 day: Sunday- 13.5.18	1 Day	6 Days	
May '18	48th	May(20-26)	1 day: Sunday- 20.5.18	1 Day	6 Days	
May-June '18	49th	May 27 - June 2	1 day: Sunday- 27.5.18	1 Day	4 Days & 2 Days- Examination (Tentative)	Semester Examination along with Summer recess (Tentative)
June '18	50th	June(3-9)	1day: Sunday-03.6.18	1 Day	6 Days Examination (Tentative)	Semester Examination along with Summer recess (Tentative)

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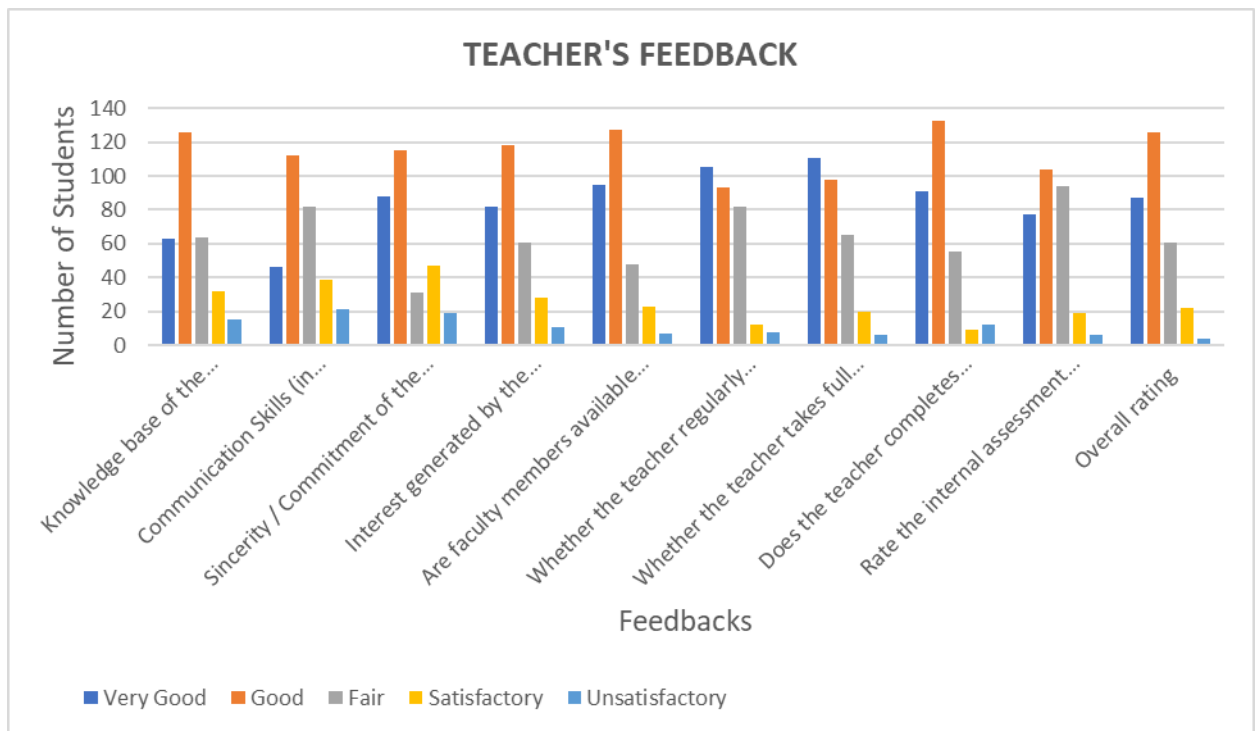
Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
June '18	51st	June(10-16)	1 day:Sunday-10.6.18	1 Day	6 Days Examination (Tentative)	Semester Examination along with Summer recess (Tentative)
June '18	52nd	June(17-23)	1 day:Sunday- 17.6.18	1 Day	6 Days	Semester Examination along with Summer recess (Tentative)
June '18	53rd	June(24-30)	1 day: Sunday- 24.6.18	1 Day	6 Days	Semester Examination along with Summer recess (Tentative)
Total					276 Days	Including Principal's discretion 4days

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Annexure II

Feedback Analysis

Feedback was taken in 5 point scale.

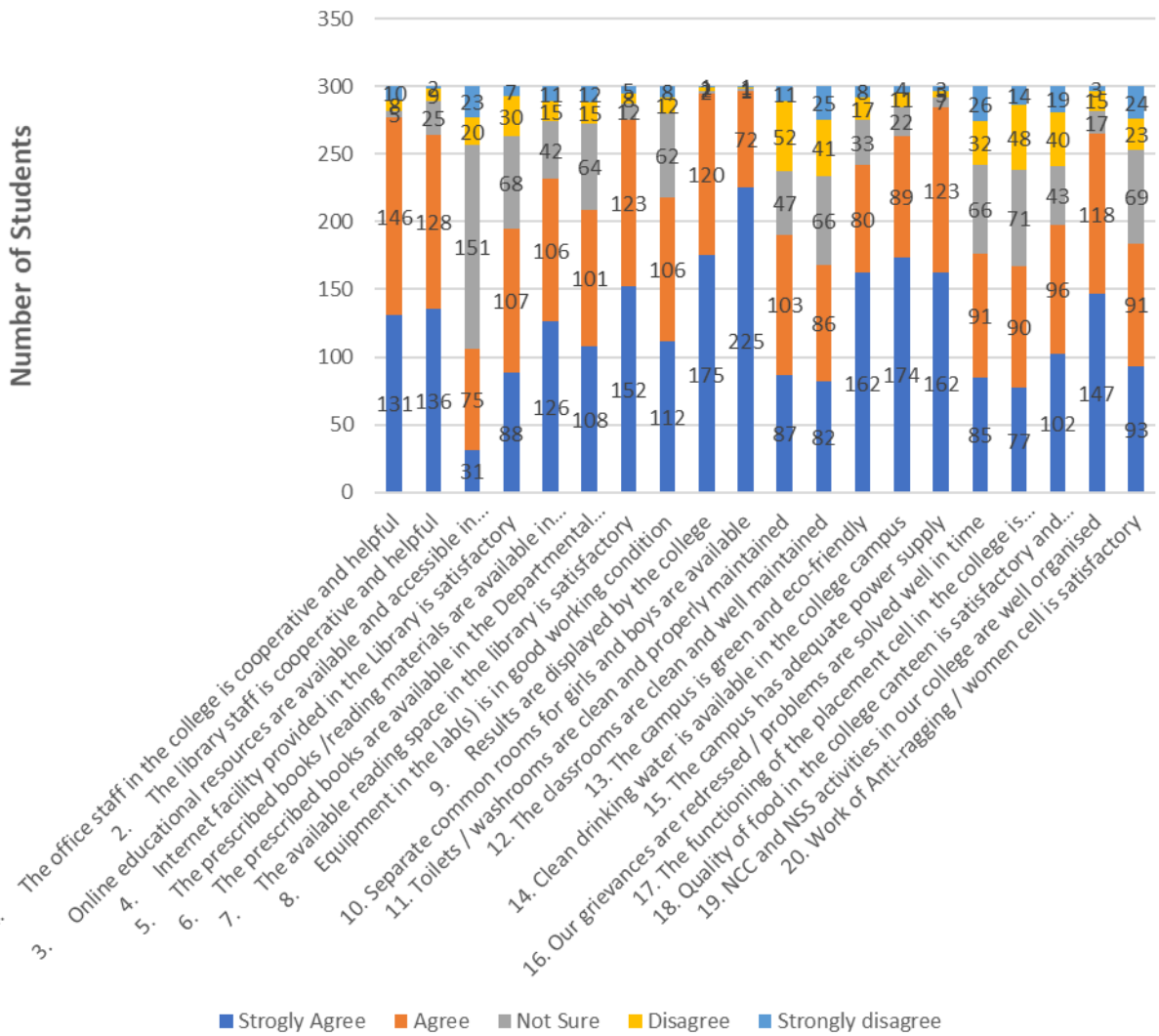


ONLINE TEACHER'S FEEDBACK FORM

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

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

College Feedback



ONLINE COLLEGE FEEDBACK FORM

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

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

Annexure III

Best Practice -1

Name of Best practice: **Introduced Career Oriented Skill Development Courses viz. Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses**

i) Objective:

- a. To inculcate some skills amongst students by imparting knowledge in various small areas of business.
- b. To decide the career path of his life and nurture the talent for a better and secure career for his/her life.
- c. To encourage the students towards entrepreneurship.
- d. To motivate the students to exhibit their own creativity.
- e. To make the students self-reliant.

ii) Context:

Under the aegis of Govt. of India, National Skill Development Corporation (N.S.D.C) has focused in the area of Skill Development as a priority sector in India. Analysing the present job scenario there is a huge gap found in all the identified or non-identified sectors in India. Skill Development Courses will play a major role to fulfil the demands of the Industry. It is planned to give skill training to the college students during their college days so that they can be ready for a decent employment just after passing out from the college. To encourage students' creativity and quality, we have introduced Career Oriented Skill Development Courses viz. Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses.

iii) The Practice:

The following steps were taken to make the training program effective.

- a. Drafting a proposal based on the required skill areas.
- b. Announcement of the program and counselling of the students about the importance of those skills in day-to-day life.
- c. Soliciting participation of students for the training in the various areas.
- d. Deciding the schedule based upon the response from students
- e. Making the infrastructure ready by considering the requirements of the training like Modern Office Management, Air Conditioners Servicing Engineering, Healthcare Courses.
- f. The trainings are based on 70% practical training on the domain as well as deep knowledge and understanding of the subject as per National Skills Qualification Framework (NSQF) level and standards.

iv) Success Story:

SL No.	Skill Development Program organized	Number of participants	Remarks
1	Modern Office Management	25	<ul style="list-style-type: none">• Students acquired the skills of Computer Fundamental : MS Office, Internet Operation, Accounts Fundamentals, Tally ERP9, E-Taxation, E-filing, GST, TDS, Payroll• Most of the participants remarked that this training has helped them to be self-reliant
2	Air Conditioners Servicing	9	<ul style="list-style-type: none">• The students acquired the skills of Installation of windows and split AC, Trouble shooting and repairing, Servicing of AC, Basic Electricals & Electronics, Gas charging

	Engineering		techniques etc. <ul style="list-style-type: none"> • Most of the students shown their keen interest in acquiring this skill
3	Healthcare Courses	24	<ul style="list-style-type: none"> • Healthcare Course mainly caters to Nursing Training Programme. • Girls students are focusing on this area as potential career option. • The aim of this training program is to ensure women empowerment.

v) Problems Encountered:

- a. Student involvement in view of Career Opportunities was not up to expected level.
- b. Outcome of Skill Development Courses is still not known

vi) Resources Required:

- a. Better Infrastructural facilities
- b. Expert faculty resource
- c. Awareness counselling

Contact Details

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Name of the Institution: Tarakeswar Degree College
City/Town : Tarakeswar
Pin Code: 712410
Accredited Status: B
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Best Practice -2

Name of the practice : **Student mentoring classes are held in small groups to help students to overcome their problems and discuss career opportunities and Student mentoring is recorded in every Department.**

i) **Objective:**

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

ii) **The Context:**

Our college admits several students from the rural backward area. Many of them are slow learners and they find it extremely difficult to complete their graduation in time. Brighter students are generally confused on the career path to be taken after graduation.

iii) **The Practice:**

- a) Slow learners are provided study materials and notes in a simple way by their concerned teachers. Proper mentoring is done to the slow learners so that they feel confident to study sincerely. A special time table is also prepared and they are regularly monitored on their preparation for the University examination.
- b) Hard copy and Soft copy (PowerPoint Presentation /PDF) Study materials are shared by faculty members with the students.
- c) Question banks and answers are provided to the students to score good marks in the examinations
- d) The brighter students are guided for the entrance examination for several post-graduation courses and mentored for interview for the placement.

iv) **The Success Story:**

- a) Extra time allotted for mentoring
- b) In case of our Honours students it can be said that Student Mentoring has proved to be effective.
- c) It is also evident that a good number of slow learner have benefited from Student Mentoring.
- d) Student Mentoring helps students to choose their right career.

v) **Problems Encountered and Resources Required:**

- a) Severe shortage of full-time faculty particularly for a long period adversely affects student mentoring.
- b) Paucity of funds for student mentoring. However, the IQAC convinced the teachers to carry on the task of catering the services to the needy students. This selfless gesture from the teachers made student mentoring one of our two best practices

.Contact Details

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