YEARLY STATUS REPORT - 2022-2023

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.	03212 276269
• Mobile No:	9433357752
• Registered e-mail	info@tarakeswardegreecollege.org
• Alternate e-mail	principal.amal@gmail.com
• Address	Tarakeswar Degree College
• City/Town	Tarakeswar
• State/UT	West Bengal
• Pin Code	712410
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**The University of Burdwan**
• Name of the IQAC Coordinator	**Dr. Arundhati Moulik Ray**
• Phone No.	**03212276269**
• Alternate phone No.	**9830860990**
• Mobile	**9830860990**
• IQAC e-mail address	**tdciqac@gmail.com**
• 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/AQAR2122.pdfhttps://www.tarakeswardegreecollege.org/res/aqar/AQAR%20of%20the%20IQAC%20Session%202020-21%20Final.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.tarakeswardegreecollege.org/res/others/calender2223.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
Department of Philosophy	**Seminar**	**ICPR**	**2023**	**20000.00**

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

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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)

Introduction of some New ADD On Courses for this session
ISO certification for Quality Management & Energy Management
MOU with other Institutions for Faculty & Student Exchange, Research, Extension Work
Conducted International & National Seminar, Workshop on different subjects & issues
Participation in NIRF & Student Enrolment in Academic Bank Credit

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
ISO Audit will be conducted	ISO Audit conducted in Quality management and Energy Management
Organising seminar, workshops & Sesitization Programme on environment & Gender Issues	1 international & 1 National seminar was organised by the department of Bengali & Philosophy, Seminar on entrepreneurship was conducted by the BBA Department, Music Department Conducted workshop and seminars & Programmes were organised on other different important issues
Construction of an Auditorium	Plan for Construction of an Auditorium was not fulfilled yet
New ADD On Course will be introduced	a Few new add on course was introduced
To publish a Research Anthology to encourage research work among the faculty members	A Research Anthology was published by the research committee
To sign MoU, Collaboration with different institutions for collaborative work in the field of academics And Extension work	MoU was signed with other institutions for academic work like faculty & Student exchange, field work and Extension Programme and Programmes were conducted accordingly extension work. amd Programmes were conducted accordingly t exchange, research work, field work etc and extension work.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GB	03/01/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	22/03/2024

15. Multidisciplinary / interdisciplinary

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

In the session 2023-24 National Education Policy 2020 has been introduced in the university curriculim. In this curriculum Multidiciplinary subject is compulsory for the students. Students from Arts stream have to take a subject from the group of Natural Science.

16. Academic bank of credits (ABC):

The Academic Bank of Credit referred to as ABC in short, is a virtual mechanism that will deal with the credits earned by students of Higher Education Institutes in India and which are recognised by the University Grants Commission (UGC). According to New Education Policy 2020 Academic Bank Credit is a concept where information of credit earned by a student is stored digitally & can be used later on. All students are required, as per UGC guidelines, to update their mobile number with Aadhaar to generate the ABC ID, login and verify information. Those admitted to skill courses from registered higher education institutions offering vocational degrees or diplomas or postgraduate diplomas or certificate programmes are also eligible for accrual and redemption of credits under ABC. Moreover, the ABC account has also been integrated into the administrative processes of educational institutions.The university of burdwan has made it mandatory to enroll in Academic Bank Credit. It has become a mandatory requirement for students to open and maintain this account to complete various academic tasks, such as filling out exam forms.

17. Skill development:

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

1. Organizing workshops, Seminars on related subjects of their courses.
2. Introducing Add-on courses on Rabindrasangeet, organised by Music department; on GIS by Geography Department; on GST & income Tax by the Commerce department; on Heritage & Tourism by the Department of History and by other departments also to enhance the skills of students and prepare them for job market.
3. Add-on courses on Spoken English, DTP & networking for skill development of the students are conducted.

4. Add on Courses on Logic and Reasoning is conducted for the students to make them ready for competitive exam.

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

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

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

The Institution is eager to focus on outcome based education. BBA is taught as a Professional management course. Learning outcome of a specific programme is discussed to the student by the faculty members at the beginning of each session. Learning outcome of the course is also posted on the website for the acknowledgment of the students. Skill enhancement courses has been introduced by various Departments and different projects were undertaken to improve the outcome of the education. Career Counselling Cell organises seminars, programmes to give the students an idea of new area of higher education, job market.

20.Distance education/online education:

The Institution promotes distance & online education. During the covid-19 pandemic situation the Institution switched over 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 website was redesigned for the Covid Period. After the covid Period was over blended mode of teaching was followed sometimes. Faculty members joined online FDP or short time Courses, Seminars and presented papers online.

The Institution is also a centre for distant education for PG courses under the University of Burdwan.

Extended Profile

1.Programme

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

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

2.Student

2.1 Number of students during the year	**4511**

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

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

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

2.3 Number of outgoing/ final year students during the year	**1040**

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	**238.79**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**113**
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

Tarakeswar Degree College, an affiliated college under the University of Burdwan offers undergraduate courses in arts, commerce and science according to the prescribed syllabus of the affiliating university. For the efficient and effective delivery of the curriculum -

- A well-organized, systematic, and detailed academic plan is published.
- The prospectus containing detailed information distributed to the students and an induction meeting is arranged at the time of starting of new session for newly admitted students.
- Each department plan the distribution of the syllabus among faculties.
- A central routine along with a departmental routine is prepared.
- Weaker students are identified through class tests and remedial classes are arranged for them.
- Seminars, workshops and special lectures, Field tours and industrial visits are conducted for students to expand and enhance their exposure and knowledge base.
- Students are motivated to publish wall magazines, research work with the help of respective departmental faculties to ensure their involvement in the curriculum and relevant ongoing circumstances.
- The library resources are updated on a regular basis.
- Quizzical sessions, debates and group discussions, student Seminars on relevant topics are arranged to ensure the active involvement of the students and to develop analytical and problem-solving skills in students.
- Labs are well equipped so that students get oriented to practical learning besides the theoretical classes.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.tarakeswardegreecollege.org/res/others/calender2223.pdf

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

As an affiliated institution, the evaluative norms of the university are strictly followed by the institution. To enable the unperturbed functioning of the institution, the academic calendar is followed which enables the timely discharge of academic and administrative duties. At the initiation of each semester, the calendar is prepared keeping in mind the calendar prepared by the affiliating university besides the general annual calendar so that the working days, teaching daysand holidays are distributed at par and uniformly with all other institutions affiliated to the University of Burdwan. The

academic calendar is not only prepared on a central basis but also separately by all individual departments detailing therein planning for Course Plan, internal assessment, departmental meetings, departmental programmes. The departments adhere to their respective academic calendars and the syllabus is completed well in advance before the end-semester examinations. The departmental heads ensure proper execution of the schedule by holding periodic departmental meetings to monitor whether coverage of the syllabus is in coherence with the plan prepared. For continuous internal evaluation, class tests are conducted by each department at regular intervals. Also, oral tests are organized to involve students in the regular classes. The attendance of the students is monitored and regulated and their performance along with their attendance count is taken into consideration for the Continuous Internal Evaluation process.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.tarakeswardegreecollege.org/res/others/calender2223.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	B. Any 3 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)

12

File Description	Documents
Any additional information	View File
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

588

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

588

File Description	Documents
Any additional information	View File
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

Tarakeswar Degree College adheres to the prescribed syllabus and guidelines framed by The University of Burdwan, which, in its curriculum provides ample scope to inculcate human values, professional ethics among the students. In each subject, important social issues are incorporated in teaching, wherever possible, within the confines of the syllabus. Besides imparting structure based education, the college aims at developing individuals with humanitarian values and high morale. Environment & Gender issues are also addressed in some of the courses.Environmental science is a compulsory subject for all Programmes in UG Semester I. Our -

> BA Honours in English includes Women's writing as a topic of paper CC XI in Semester 5, which addresses gender sensitization issues. > BA in Political Science in their General course incorporates Gender Sensitization in SEC 3 paper of Semester 5. > Gender and education in India forms a part of the curriculum in the GE-I & GE-2 paper for BA in History, General course. > B.com curriculunm (both Honours and General) incorporates Women Entrepreneurship as a topic in its SEC 2 paper for Sem 4 students.

Besides the curriculum, the college takes initiatives in educating students on gender, Environment issues by organizing several programmes like special Lecture, awareness Programme etc.Human values is spread among students through observing special day.

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

4

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

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

1871

File Description	Documents
Any additional information	[View File](#)
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	**B. Any 3 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)	[View File](#)
Any additional information(Upload)	[View File](#)

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.tarakeswardegreecollege.org/pages/aboutus/iqac_naac.php

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

707

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

The Institution assesses the learning levels of the students. Slow and advance learners are identified by the departments through classroom activities and responses and through examination results.

After the identification of slow and advance learners departments take measures accordingly. For advance learners – Students are encouraged to write their concepts in their own words on a specific topic. Projects are 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 learners remedial coaching and extra classes are taken. Books are given from departmental & remedial library. Mentors keep watch on their progress and clear their subject related doubts beyond the classroom.

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

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

Number of Students	Number of Teachers
4511	82

File Description	Documents
Any additional information	View File

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

Our college has progressively adopted student-centered approaches that encompass experiential learning, collaborative learningand problem-solving strategies, aiming to enhance learning outcomes. To make the learning experimental and participatory, the Institution takes various measures. Learning through Project Work, Quiz, debate are common practices for participatory learning methods. To make the lectures interesting, to experience Classes through audio visual methods by using LCD Projectors & Presenting the subject through PPT the Institution has integrated ICT tools. Student Seminars, Special lectures by experts in varied issues on specific subjects are arranged. Wall magazines are published by the students of the departments. Departments observe special events like international mother language day, earth day, water day which helps the students gather more knowledge about subject related issues. IQAC with the

help of the departments arrange seminars, workshops on different relevant issues like Social issues, IPR, Pandemic, gender sensitization to make the students more knowledgeable, concerned about the Society.

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

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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

Our Institute Provide the faculty ICT enabled toolsand encourage the Faculty members of different departments to use ICT tools for effective teaching Learning. 15 Class rooms and 1 seminar hall of our institution are equipped with overhead projectors. Most of the departments have their own laptops. Honours departments are equipped with desktops, Printers, internet connection, LCD Projectors. During the closure of offline classes in the Pandemic period, classes were transferred to online mode. College initiated online classes through Google meet Platform. Workshops, Webinars were organized by the IQAC and ICT cell. College website was redesigned for online classes and examinations through college portal. Class notes are uploaded in website and Google class room and also posted in whatsApp groups.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.tarakeswardegreecollege.org/pages/facilities/ict.php

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

2.3.3.1 - Number of mentors

82

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

2.4 - Teacher Profile and Quality

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

25

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

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

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

22

File Description	Documents
Any additional information	View File
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

748.5

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.

The college has implemented a meticulously designed internal system for continuous evaluation. The internal mechanism for continuous evaluation at the college is carefully devised. To begin with, the CBCS semester system, as per the guidelines and evaluation process set by the University of Burdwan, assigns 15 marks per paper for internal evaluation. Out of these 15 marks, 10 marks are given for internal exams, tutorials, or classroom assessments, while 5 marks are allocated for regular attendance. Our college has opted to use internal exams for both General Courses and Honors Courses, which are conducted by the respective departments. These internal exams take place twice per semester, as they are conducted on a semester-wise basis. Additionally, there are occasional assessments conducted in the classroom, as well as tutorial/remedial exams in the mentor-mentee classes. Some departments also organize student seminars as a means of assessment. Taking everything into account, continuous assessment takes place throughout the year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

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

In the CBCS system implemented by the university, internal examinations for the semester-end examinations are held as per schedule prepared by the institution and the marks are uploaded into the University portal. Marks are not disclosed to the student before

the result publication. If students have any grievances with their marks they can apply for review with the University. Departments ensure that every student get adequate chances to give internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

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.

Teachers and Students are aware of Programme Outcome and Course Outcome of the programmes they teach or admitted for. At the beginning of the new Academic session an Induction Programme with the newly admitted students is arranged. A Induction meeting is conducted with the newly admitted students where students get knowledge about the infrastructure, vision and mission of the College and students Code of conduct as well as about the curriculum of the university.Honours departments discuss the curriculum and CO, PO of the specific programme with the students in a separate meeting. Link for university syllabus are given to the students and POs, PSOs and COs of all 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	https://www.tarakeswardegreecollege.org/pages/aboutus/iqac_naac.php
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 methods - 1. By taking Class tests specially by honours departments. Project works, assignments are given on a specific topic of a Course. 2. Tutorial Classes are taken, Students' Seminar organised.

3. Analyzing the result of the internal & semester end examination.

4. Through the records of students progression to higher education in a Specific subject. 5. Maintaining placement records of passout students & records of students who have passed examinations like -NET/SLET/JRF/SSC.

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

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

711

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	NA

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/aboutus/iqac_naac.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	NA

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

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

16

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

6

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

19

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

Our Institution is committed to serve the society, so extension activities are regularly carried out for the society. During the pandemic situation our institution distributed masks to locality and organised vaccination camp. The College has three NSS units & NCC Unit through which the institution carried out extension activities in the neighbourhood. NSS & NCC units also clean the campus and the nearby area. AIDS awareness Rally, Rally on Environmental & social issues were carried out by the students & faculty and non-teaching staff of the institute. Department of Geography has observed Water Day, Earth Day to spread awareness and sensitized students to environmental issues through Slogan & poster competition Rally in the town. Through extension activities the institution executes its social responsibility to the community. The instituttion helped

local artist Shri Malay Ghosh with Rs.10,000/-to encourage him with his artwork.

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

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

01

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

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

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

15

File Description	Documents
Reports of the event organized	**No File Uploaded**
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

1151

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

3.4 - Collaboration

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

11

File Description	Documents
e-copies of linkage related Document	View File
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

15

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Since its inception in the year 1986, Tarakeswar Degree College has been striving in its best efforts, to upgrade the infrastructure to address the changing needs of the students and also in the development of state-of-the-art facilities in the teaching-learning ecosystem. Situated over a stretch of 3.94 acres of land, the college offers 19 Undergraduate Courses and 1 Self-financing course.

The institution has adequate Infrastructure and Physical facilities for teaching learning. The institute has 58 class rooms and one seminar Hall & smart classroom with a seating capacity of 100 people. 14 classes are equipped with LCD Projectors. Most of the classrooms are furnished with white board. Science departments - Chemistry, Physics, Zoology and Botany has well equipped labs. Geography department, Commerce department and Computer Sc department has computer labs of their own. Wi Fi connection is available in the campus. A computer centre is there for students. Most of the departments are equipped with one laptop. Honours departments have one desktop, LCD projector and net connection in the department. Back up Generator is there for continuous power supply. Central Library is equipped with more than 24000 books in different subjects. Some of the departments have departmental library. Every department has separate departmental staff room. Institution has a conference room for meetings.

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

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

Tarakeswar Degree College provides adequate and ample facilities for cultural activities, sportsand games. The college has a provision of a gymnasium and a fitness centre regulated and supervised by the Physical Education Department. Department conducts fitness camps, meditation campsand Yoga sessions from time to time.

College has a play ground which is suitable for outdoor games. College also has a indoor complex, but it is not complete yet. Every Year College organise Annual Sports Event where students as well as teachers take part in various sports. college encourages students to take part in inter-collegiate level, university level, and all-India-level tournaments.The college has been regularly winning Medals at the University, Districtand State level and some of our students have also won awards in the National Level Khelo India Tournament.

For conducting several cultural events all year round, there is a Cultural Committee. Various college-level cultural programmes like the observation of International Mother Language Day, Youth Day, Environment related days, farewell programmes, cultural competition etc. are conducted by the committee. There is a full-fledged dedicated undergraduate department for Music which set its feet in the year 2006. Cultural Programmes are conducted in association with the Music Department of the college thereby fostering the essence of culture and tradition among all.

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.tarakeswardegreecollege.org/pages/facilities/gym.php

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.tarakeswardegreecollege.org/pages/facilities/ict.php
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)

19.54

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library has open access to stacks of books for all students. It has an adequate reading space for 50 students at a time, computers for surfing the internet for academic purposesand a display of current journals. There are CCTV cameras inside the premises of the library for surveillance and monitoring. The library is fully automated in allits functions with an uninterrupted WIFI facility. Requisition lists for the purchase of books are invited from departments at the beginning of each semester. The Principal in consultation with the Library Committee and the Librarian sanctions the purchase utilizing the college and Government funds.

Since 2011, the library has been fully automated using "KOHA" integrated software version 3.14.06 as the ILMS. It is a user-friendly, open-source Integrated Library Management Software that has several advanced features concerning resources and availability.

The various housekeeping activities of the library such as data entry, issue and return of books, the renewal of books, member logins, etc.are done through the KOHA Software. The software provides quick search and access activities, Web-OPAC, and the feasibility of integrating new technologies like bar-coding documents. This software enables the library users to use efficiently the browser-based access of fetching bibliographical data from "Google" and Amazon", improved user-friendly OPAC interface, import and exxport of data and quick report generation in various formats. The KOHA software of this college operates in cloud platform.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.tarakeswardegreecollege.org/pages/library/library.php

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	D. Any 1 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)

1.75842

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

73.187

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

Tarakeswar Degree College provides adequate IT facilities for learning, management and administrative services. The IT facilities are well maintained and updated regularly to remain compatible with the changing requirements of the global economy. The institute has 100 MBPS internet connectivity through LAN or WI-FI with access

points strategically located in different blocks of the entire campus. The IT facility had a robust upgradation during the pandemic period. The college had created a platform accessible by all faculty where in they could schedule their classes and upload study materials. The students had their respective student IDs and passwords through which they could access the Google Meet platform link and join the respective classes at the scheduled time. Their attendance was recorded through Google Forms. Besides the digital teaching, the college also had to upgrade the IT facility to facilitate the online conduct of examinations as per the notification issued by the Government of West Bengal and Burdwan University depending upon the scenario prevailing during that time. To accommodate the revised guidelines and make the institution pandemic-ready in operating its academic proforma without any glitches, the website of the college needed a major upgradation. Besides the upgrade in the website, the college also had to subscribe new WIFI connection for smooth and efficient conduct of online examinations.

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

4.3.2 - Number of Computers

125

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	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

14.05550

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
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 classrooms, seminar rooms and departmental rooms are cleaned regularly. College has ample sports facilities with a football ground, gymnasium and an indoor sports complex. Sports equipment can be issued from sports in charge. Canteen facilities for students are run by a self help group. Greenery of the campus is maintained by a gardener. NSS & biodiversity club take care of a medicinal plant garden within the campus. Labs of science departments are well equipped. All the laboratories of Science and Geography departments maintain their stock register for chemical, sample and equipment & issue those to the student under the supervision of HODs. Maintenance of lab apparatus is taken care of by the company assigned for that. Computers, projectors, printers, CCTVs, water Purifiers are under AMC. Software, college network system, Broadband service, college website, maintenance of generator is done by companies outsourced for this purpose. Library uses KOHA software for its data base & Issue/ return of books. Regular cleaning and pest control measures are taken. Renovation of buildings is done using funds received from State Government, RUSA.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.tarakeswardegreecollege.org/pages/aboutus/iqac_naac.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3097

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

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

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

39

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

A. All of the above

File Description	Documents
Link to institutional website	[NA](#)
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

215

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

215

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

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

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

5.2.2.1 - Number of outgoing student progression to higher education

88

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

43

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students Union is formed by electing class representatives. Students union elect one member as Secretary from the elected representatives. Student Secretary is a member of GB and IQAC and takes part in decision making process. Student's union members are there in admission committee, cultural committee. Students' Union of the college pursues several activities such as College Sports and Games, Freshers' Welcome - function for new admitted students, Saraswati Puja, Annual cultural Programme etc. and also helps to conduct programmes initiated by NSS and college administration. As per directives of Higher Education Department, Government of West Bengal, elections of student's council in colleges are postponed due to some reason. In this circumstance the college gave charge to a faculty for managing the fund. Under his supervision a student body performed their activities.

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

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

19

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

5.4 - Alumni Engagement

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

We have a registered Alumni Association. It is registered under West Bengal Societies registration act, 1961 (West Bengal act XXVI of 1961).

We have our alumnus working as academicians, Govt employees, Security Personal, NGO Worker. They also work in Banking services, sales and marketing industries,but large percentages of Alumni are self employed or engaged in agriculture. At Present four of our Alumni are engaged as SACT in our College. The Alumni Association is active. The association holds minimum one executive committee meetingon an average every year.

Some of the activities in the last year are as follows -

Our Alumnis of Bengali Department organised a reunion on 28/05/23.

College Alumni Association distributed books to the needy Students.

Apart from these, departmental Alumnis also gifted small items like a wall clock, books to the respective departments.

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

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 is "From quality Awareness to Quality Assurance to Quality Sustain" and Mission of our Institution is "Dissemination of Learning among all members of the Society across narrow barriers of caste, creed and religion and also among the economically challenged." To reflect the mission and vision of the college in the governance of the institution Governing Body, teaching and non-teaching staffs of our college work together relentlessly. Governing Body makes strategies & takes decisions keeping in mind the vision & mission of the institute. College maintains harmony between all caste, religion & gender. A handbook of code of conduct describes the duty of the stakeholders. As most of the students of our institution comes from economically & educationally backward families, the Institution helps them to get scholarships so that they can pursue their higher education. The institution also works for holistic development of the students through extracurricular activities. IQAC is responsible for sustaining and enhancing academic quality of the institution. IQAC makes plans and to guide & monitor the execution of plan, meets regularly with the faculty members. IQAC also takes feedback from the students, parents on infrastructure, academic curriculum and after analysis of the same recommendations, suggestions are given for GB consideration.

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

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

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

for Academic and Administrative improvement of the college. IQAC makes Plan of action for the session, organise seminars, workshops in different issues, conduct feedback Process. Heads of the Departments are responsible for departmental activities. They prepare class schedules, distribute syllabus among the teachers and monitor academic and other activities ofthe department. Examination subcommittee is formed to conduct internal and university examinations and upload internal marks in the university portal. Participatory management are there in Governing Body through elected teaching, non-teaching staff members and Student representatives. In statutory committees members are allowed to express their views in different issues to improve the infrastructure, facilities and the academic standard of the College and thereby participate in the management of the College.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic Plan is to give opportunity of education to all section of society and is to make the society more environment friendly. To fulfil the strategy the institution have deployed various measures. To make the campus eco friendly the institution is working continuously. Solar Panels have been installed on the roof of the administrative building for alternative power source. LED lamps are being used in library, office, meeting room. Sanitary vending machine & destroy machine have been installed in Girl's toilet and common room. Messages with water conservation, energy savings, banning the use plastic are displayed in the campus. Environmental & Plantation Programme were organised. The institution is active to spread education among all section of the society. There are reservation of seats for SC,ST, OBC & differently abled students. The institution has arranged facilities like ramp, railing, special toilets for differently abled students. 60% of our students are girls students. Institution helps them to avail Kanyashree Prakalpa of west Bengal Government so that they can continue their higher education. SC, ST, Minority students also get Scholarships from state & central Government.

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

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

As an aided college of the state government, at the top of the administration set up of the institution is Governing Body. Members of Governing body is elected/ selected from all stakeholders of the institution as per Government rule. Governing body appoints Principal as administrative head of the institution. Administrative and academic staffs of the institution works under the leadership of the Principal. Government sanctioned posts for teaching staffs are fulfilled as per government norms through College Service Commission. Non-teaching staffs are recruiited through proper examination & interview by the college authority. As an affiliated college under Burdwan university service rules are followed as per the statute of the University.

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

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

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

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non teaching staffs. 1. Loan facility from Staff Credit Co-Operative Society. 2. Casual leave, Earned leave, Medical leave, Child Care Leave as per Government rules. 3. Loan facility from the Provident Fund. 4. Puja Bonus for upto certain grade announced by the govt. 5. Employers Provident fund, Gratuity, leave encashment at the time of retirement as per Government rules. 6. Inclusion of staff under west Bengal Health Scheme.

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

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

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

02

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

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

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

6

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	View File
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

9

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**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 staffs by teachers performance form submitted by every teaching staff at the end of the year. Teachers are also appraised by the students through feedback process by answering the questionnaire regarding teaching learning. Principal discusses the teachers' performances with the teaching staffs. Strengths and weaknesses are identified and the remedy is prescribed.

Academic Audit for the session 2018-2023 is done by the University of Burdwan. Performances of office and library are also appraised by the students through student satisfaction survey.

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

6.4 - Financial Management and Resource Mobilization

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

As the institution is an aided college of Government of West Bengal, external audit is done by the auditor approved by the Department of Higher Education, Government of West Bengal. It was not arranged since the covid period. The Institution has conducted annual internal audit by an internal auditor for this period. Institute has separate Finance & Purchase committee to check the financial transactions. An annual budget allocation is done by the Bursar.

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

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

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

0

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

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

Institute organises fund from different sources. Grant from the state Government and RUSA are two sources of funds for the institute. Other than grant from government, the institution depends on development fees and tuitionfees paid by the students for fund. College runs its day to day expenses by the fund collected from these fees. Other than fees from the students, college seeks donation from local individuals & alumni. Grant from the state Government and RUSA are used in infrastructural development like building new class rooms, ICTdevelopment, repairing building. Fees collected from the students are used for running the institution. For efficient use of fund a budget is prepared yearly and passed in GB. Bursar control the financial transactions. Finance & Purchase committee monitor the financial activity for transparency and effective utilization of fund.

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

6.5 - Internal Quality Assurance System

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

IQAC of the institution is responsible for quality enhancement and sustenance of the Institution and acts to improve both academic and administrative activity of the institution. IQAC aims at delivering Quality Education, better Student Performances and healthy institutional Environment. IQAC make plans, guide and monitors the execution. IQAC conducts meeting periodically and keep a check on

teaching learning process through teachers performance sheet, Annual report of head of the departments and students feed back on curriculum & teaching learning. IQAC also keeps a watch on the learning outcome through the results of the departments, higher Education Progression and job profile. IQAC Collects feedback from students, Teachers, parents to evaluate the academic process and the administration. Feedbacks are analysed and suggestions for improvements are recommended to the authority. Students feedback on faculty & the curriculum is conducted regularly. IQAC Chalks a Plan of action for the session, sends it for administrative approval and reviews the actions taken. IQAC organises seminars, webinars, workshops on different issues and also observe special days to infuse human values, gender sensitization, national harmony, social responsibility among the students.

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

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

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

Now we are back in normal situation. Offline Classes are going on. Teachers are using ICT tools like projectos in the classroom teaching.

To monitor or review the teaching learning process, Heads of the departments reviewthe progress of completion of the syllabus allotted to individual teacher. IQAC conducted periodical meeting with the teachers & staffs. Apart from these, IQAC initiated various programmes like webinars, seminars, workshops, observation of

special days. etc.

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

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)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	[NA](NA)
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

girls common room etc. The Women Cell of Tarakeswar Degree College (affiliated with The University of Burdwan), Hooghly, has developed an action plan for the academic year 2022-23 with a focus on the main goal of ensuring & promoting a safe and healthy atmosphere. The Women Cell, concentrate on initiatives that advance gender equality and women empowerment. Institute organises workshops & seminars on gender sensitizing issues to create awareness. This Year IQAC has organised a seminar on Safety and Security where OC, Tarakeswar Police Station talked to the students about the safety measures girl students have to take care of.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1dx_VW8qaMj-fg4KP3wWK-i2IdAb2PQym/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1wEhrXjuMc84-XIGikyuX10APgqcOQgkt/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

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

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

The institute have different management and disposal techniques for solid, liquid, and Hazardous wastes. For solid waste separate dustbins are used for bio degradable and non degradable waste. Each building has a number of recognised bins to collect waste. Students are made aware of the use of separate dustbins. Garden waste and biodegradable solid waste collected from the canteen and dustbins

are put in a pit in the garden to prepare compost and later used as fertilizer in the garden. Paper wastes produced are gathered in one prescribed place. Local vendors are used to dispose of this paper trash. In order to decrease the use of paper for communication and document sharing, college promote digital platforms.

Liquid waste Produced is drained out through municipal drainage system. Rain water harvesting system is installed in the campus. Rain water collected from the roof is stored in a storage tank and used for gardening. Excess rain water goes underground to recharge ground water.

Designated Chemical Pit is there for waste from chemistry lab.

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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1dtfB8pihKv0JS9GYevby62d2Q3rwXPKc/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for	A. Any 4 or All of the above

greening the campus are as follows:

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

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

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

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

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

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

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).

In our College students and Staff come from different class, caste, religion but the college always tries to providean inclusive environment for every teaching, non-teaching staffs and students with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Reservation quota stipulated by the government for different castes are strictly maintained. Seats for physically challenged students are also kept reserved and for the Physically disabled, the institution provides ramps and special toilet. There are different cells like Equal Opportunity Cell, Grievance Redressal Cell in the institution which deal with grievances without considering anyone's racial, religious and cultural background.

During the last five years, Tarakeswar Degree College has organized various sports and cultural activities of which observation of International Women's day, International Yoga day, International Mother Language Day, College Social, Cultural Competition are worth mentioning. These were organised with an aim to establish positive interaction among people of different social and cultural backgrounds. Every year Annual Sports are organised and students irrespective of their caste, religious background participate in the programme.

Rabindra Jayanti, Birthday of swami Vivekananda are observed to promote ideals of communal harmony and tolerance as these great Indians advocated in their writings and life.

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

The College, apart from imparting formal education, relentlessly attempts to develop the students as better citizens of the country. The Institution inculcates a feeling of oneness among the student community through various practices and programmes. The College ensures that the students participate enthusiastically in all such activities. College has a practice to play National Anthem at 1:30 pm. everyday. By this practice the students and staff of the college pay tribute to the National Anthem. The institute observes Republic Day, Independence Day, Unity Day – these occasions promote values within the students.

Some of the Departments organize various academic and co-curricular activities that not only initiate but also motivate the students to realize the Fundamental Duties and Rights of the Indian citizens and also to promote the basic principle of "Unity in Diversity" of our motherland.

In the Year 2022 the institution observed 75 years of Independence through cultural Programmes conducted by the music department. Department of History has published a wall magazine on 75 years of Independence and Students of the department displayed posters and models.

National Unity Day was observed in the year 2022 through a cricket competition between the Staff and the Students.

To develop idea about Constitutional duties and responsibilities IQAC has organised a programme on New Voter: Duties and Responsibility on 10-2-23…..

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 takes initiatives to celebrate/ organize national and international commemorative days, events and festivals. Every year International Mother Language Day is celebrated with great enthusiasm. Republic Day and Independence Dayare observed by hoisting National Flag, singing National Anthem and Parade by the NCC cadets. Important National Days such as Birth day of Netaji Subhash Chandra Bose, Youth Day (birth day of Swami Vivekananda), National Unity Day, Women's Day are celebrated with due respect by the Students and Staff. Rabindra Jayanti (Birthday of great Poet Rabindra Nath Tagore), International Yoga Day are also observed every year.

The Institution celebrates Teachers' day every year and felicitate teachers on the occasion of the birthday of Sarbepalli Radhakrishnan.

Kanyashree day is observed by the Music Department and NSS units. Students participate in the programmes organised on this occasion actively. Our Institution takes the pride to stand first for Kanyashreein Hooghly District.

An International Seminar was organised by the department of Bengali & IQAC in collaboration with Swapnarag Paribar, Kolkata to commemorate 250th Birth Anniversary of Raja Rammohan Roy on 24th June 2023.

Students of the institution observes Saraswati Puja every Year. They also organise Freshers' Welcome and annual Fest.

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

7.2 - Best Practices

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

1. Environmental Awareness Title: Our campus Green Campus.

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

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

Practice: Environment of our college campus is eco-friendly, it is surrounded by nature. A medicinal garden is also maintained by the NSS and biodiversity club. New saplings are planted regularly through plantation programme. NSS, NCC and bio diversity club through their activities tries to create awareness about the environment. To maintain Eco friendly environment in the campus the campus is declared Plastic & Tobacco Free, installed Solar panel,

encouraged cycling & walking, Less wastage of water and electricity etc.

Evidence of Success: Eco Friendly campus.

2. Extension Activities

1. Title: Help the Society as you can.
2. Goal:To create awareness among the students as well as among the local people about various social and health issues.
3. Context: To be a part of the society and work for the well-being of the locality.
4. Practice:Students & Staffs of the college are engaged in extension activities. NSS units conductawareness programmes in their adopted villages on thalassemia, AIDS & on Social Issues. The institution also helps the needy as a part of its social responsibility.
5. Evidence of Success:In 2022-23,The Institution contributed Rs.10000/- and a letter of appreciation to the local painter & crafts man, Malay Ghosh as an appreciation of his work.

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

7.3 - Institutional Distinctiveness

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

Tarakeswar Degree College is one of the most important educational institutions in rural Hooghly district of West Bengal and it is well connected through rail and road. As it is an agriculture-based area, most of our students come from agricultural background and some of them are first generation learners. Even after the independence of 78 years women are still lagging behind in the sphere of education. As an educational institution our vision is to impart education to all sections of the society irrespective of caste, creed and gender. Maintaining a parity between mission and vision of our institution and the thrust area of the institutional planning our Institution wants to uplift the educational status of the women of the locality. We are proud to announce that over the 60% of our students are girl students. To encourage the girl students to continue their studies the institution guide them to get scholarships from the government. Institutional effort shows in the result that the institution got

recognition from the state government as scoring first position in Hooghly district in Kanyashree Prakalpa.

Institution provides a Safe and secure space for the girl students and women staff. Facilities the institution Provides for girl students are -CCTV, 24 hours Security Guards, separate common rooms & toilets for girl Students, Installation of Vending and incinerator machine of sanitary napkin, training for self defence etc.

The Institution believes in gender equity. Every Year Women cell organizes seminars, workshops on gender sensitization to create awareness. Institution has also established ICC.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. In the academic Session 2022-23 we will focus on implementing New Education Policy. Infrastructual development like construction of new floor above RUSA Building which will be nesessary for NEP will be initiated.

2. We will try to Complete Indoor Sports Complex to increase the sports facility.

3. MoU will be signed with other organisations for academic and extension collaboration.

4. To encourage the faculty for publishing more resarch work in UGC recognised journals.

5. Improve E resources of the library.

6. More social outreach programmes will be initiated.Programme for mental well being of the students and staff will be conducted.

7. Initiatives will be taken to make the campus more environment friendly.