

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: **Taki Government College, Taki, North 24 Parganas**

Name of the Affiliating University: **West Bengal State University**

Year of the report: **2013-14**

Section A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet).

Section B

Details in respect of the following (attach separate sheet)

1. Activities reflecting the goals and objectives of the College - Internal Quality Assurance Cell (IQAC) is an UGC recognized body to monitor the maintenance as well as advancement of the academic status of an Institution also to advice the authority from time to time for further betterment. In Taki Government College IQAC was established on 29.07.2011 informally but proper functioning of the cell was started from late 2013 with the formation of full flagged cell involving the external guest members for sustenance as well as improvement in quality education, research, academic and administrative performance of the College. Initiatives taken to achieve the goals are -

- (i).Introduction of self appraisal system of the teachers regarding their academic and administrative performance in prescribed format (Appendix II form)
- (ii) Upliftment of the educational level of the college and to search out future talent in the arena of research and education.
- (iii) A pragmatic approach for the maintenance of a healthy and well equipped teaching learning practices
- (iv) Overall development of the students
- (v) Encouragement of the research work of the teachers- that not only will enrich a teacher but also will benefit the students indirectly, boost his or her dormant research aptitudes.
- (vi) Assessment of the teachers by the students and their guardians by feedback forms
- (vii) Promotion of the teachers under CAS

2.New academic program initiated : No new academic Program was initiated

3.Innovation in curricular design and transaction: Taki Govt. College is an College affiliated to West Bengal State University. Some of the teachers are member of Board of

Studies in UG and PG course. They are engaged in any kind of curricular design or its modification

4. Inter-disciplinary programs started: No such interdisciplinary programs were initiated. But teachers got involved in taking interdepartmental classes, outreach programs, public awareness programs.

5. Examination reforms implemented – As per the suggestion of IQAC examination patterns were slightly reformed. Besides conventional test examination before University examination the departments were advised to take surprised class tests at regular interval to judge the preparedness of the students and also requested to keep a record of that

6. Candidates qualified :NET/SLET/GATE etc. The Taki Govt. College is basically an under graduate College, only Bengali department is a post-graduate department. No student were reported to be qualified in such examinations.

7. Initiatives towards faculty development program: The teachers were encouraged to submit research proposals to different funding agencies (UGC) also to attend seminars, attend different faculty development courses like Orientation Programs and Refresher Courses.

8. Total number of seminars/workshops conducted: College regularly arrange seminars, workshops.

No. of Seminars by external speakers arranged – 03

No. of career awareness seminars arranged – 0

No. of workshops arranged - 1

9. Research Projects: Ongoing : 4 (UGC-MRP) **Completed: 3 (UGC-MRP)**

10. Patents generated: nil

11. New Collaborative research programs: Many of the faculty members of this college are associated with collaborative research. Dr. Soma Mondal of department of Physics is associated with Inter-University Centre for Astronomy and Astrophysics (IUCAA), Pune. Dr. Saubhik Das of department of Botany is associated with Bose Institute, Kolkata also worked jointly with Dr Duilio Iamonico of the Laboratory of Phytogeography and Applied Geobotany, University of Rome Sapienza, Rome, Italy. Dr. Nandini Chatterjee of department of geography is associated with Rajendra Memorial Research Institute of Medical Sciences (Indian Council of Medical Research), Patna.

12. Research Grants received from various agencies: 12,45,000/- (sactioned by UGC as Minor Research Project)

13. Details of research Scholars: Nil

14. Citation index of faculty members and Impact Factors:

Dept.	No. of Publ.	Name	Name of Journal	Impact factor
Botany	5	Saubhik Das	Feddes Repertorium 123(4): 273-282	0.868
		Smita Ray, A. Majumder, M. Bandyopadhyay and S. Jha (2014)	Acta Physiol. Planterum 36: 1599-1605	1.364
		Pulakesh Parai & A. Mukherjee (2014)	Cytologia 79(2): 281-286	0.913
Chemistry	5	Debnath Chatterjee, R. Paul, Srirupa Banerjee & S. Yadav (2014).	Chemical Communication. 50: 12131-12134.	6.718
		P. Mondal, Anisur Rahaman Molla and D.K Mondal (2013)	J. Biochem. 154(6): 531-540	2.582
		N. Saha Chowdhury, Chhandasi. GuhaRoy, R. J. Butcher, S. Bhattacharya (2013)	Inorg. Chem. Acta	2.046
		1. S. K. Chaudhuri, R. Roy, S. Khan, A. Ghatak, Amit Pramanik, S. Bhar (2013)	Journal of Indian Chemical Society	0.1
		Amit Pramanik, R. Roy, S. Khan, A. Ghatak, S. Bhar (2014)	Tetrahedron Letters	2.193
Mathematics	1	Dr. Jayanta Sen	Annals of Fuzzy Mathematics and Informatics 7:1013-1020.	2.654
Physics	1	R. Misra & Soma Mandal (2013)	Astrophysical Journal 779: 71	6.73
Bengali	3			
Geography	2	Chandan Suravi Das	European Journal of Wildlife Research	1.264
Philosophy	3			
Zoology	3	S. Chakrabarty, Debasish Das, S.K. De, and T.C. Nag (2014)	Acta Zoologica (Stockholm).	1.258
		D. Dutta.D. & Sanjib Kumar Das (2013)	International Journal of Zoological Research	1.08 (RG)
	23			

15. Honours/Awards to the faculty: National and International: Some of the faculty members regularly attend seminars after being invited in India and abroad. Dr. Soma Mandal attended an International seminar and presented a poster in Japan.

16. Internal Resources generated: Faculty members pursuing with their research project purchased various instruments, glass goods, chemicals as well as books which were merged with existing assets of the College.

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programs. No

18. Community services: College organizes several social awareness programs like blood donation camp, health check up etc under the supervision of NSS unit of this College.

19. Teachers and officers newly recruited: Taki Govt. College is a Government College. The College can't recruit teachers or other staff members by its own. The teachers are recruited by Government of West Bengal and the job is transferable.

20. Teaching-Non-teaching staff ratio: Full time Teacher (60) + part time teacher (31)= 91/ Non-teaching staff = 23, ratio is 3.95

21. Improvement in Library services: Qualitative improvement was achieved in terms of procurement of valuable books as recommended by different departments.

22. New books/ Journals subscribed and their values: A large number of books (675) were procured utilizing state Government fund. Annual expenditure to purchase books and journals during 2013 -14 was 3.47 Lakhs.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback: IQAC of Taki Government College proposed for the students feedback regarding the teaching learning mechanism adopted in the College and prepared the format of such feed back

24. Feedback from Stakeholders: IQAC also suggested for the feedbacks from guardians to get acquainted with their views regarding College performance in teaching and learning and further upliftment of the academic status.

25. Unit cost of Education Unit cost of education during 2013 -14 was 0.01771649 lakhs. Total expenditure considered excluding salary.

26. Computerization of administration and the process of Admission and examination results, issue of Certificates

The administrative work and internal examination result tabulation are all computerized. The entire admission process along with merit list preparation are computerized.

27. Increase in the Infrastructural facilities

College campus is consisting of three buildings, main building, and two annex buildings. Main building is consisting of 24 class rooms, 2 traditional laboratories and one research laboratory. The Annex building I is consisting of 2 class rooms one in each floor. Annex building II comprises Department of Geography with 3 class rooms, 2 laboratories and 1 computer laboratory. Necessity was felt to utilize the existing space of the college in best possible way. Different departments expressed their requirement of more spaces for both students and teachers. Initiatives were taken to reorganize the teacher's room to develop large cubicles to be used by different departments. Initiatives was taken to develop a computer room specially for the students of mathematics. Besides, several minor alterations were done for the proper use of

space. Budget allocation for infrastructure augmentation excluding salary was Rs. 46,67,255/-

28. Technology upgradation

Initiatives were taken to provide computers to each departments in good number so that the students can access the computer facility. Initiatives were also taken to provide wi-fi connection to each department to enable the students and teachers to gather knowledge from web sites. Admission process and preparation of merit list was computerized. The administrative work and tabulation of internal marks are also computerized.

29. Computer and internet access and training to teachers, non-teaching staff and Students

Taki Govt. College is an undergraduate College with only two departments having post graduate courses. Computer science is not regular course of this college. So, This college has a very little scope to introduce special training course on Computer for the teachers students and office staff due to paucity of specialized faculty. Each and every Department have computers in sufficient number with wi-fi connection. Office also have computers in good number for official and administrative work.

30. Financial aid to students

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury (in case of Taki Government College, it is Basirhat Treasury). Because of being fully a Government Institution, it cannot take and utilize any fund from any individual or organization to help the student financially. There are a number of scholarships for the students given by the Govt. of West Bengal.

31. Activities and support from Alumni association

Informal Alumni Association comprising the past students of this College, teachers and local people are there. They infrequently meet exchange views.

32. Activities and support from the parent-Teacher Association

There is no formal Parents –Teachers' Association in Taki Government College. However, the faculty members of each department conduct the Parent- Teachers' Meeting every year .They meet with the parents to discuss their problems and grievances and try to help them out in all aspects. The faculty members also inform the parents' about the performance of their off springs. IQAC has proposed to take feed back in a specified format

33. Health services

Students can avail health related benefits from students health Home, Kolkata in lie of Rs. 10/- which is taken at the time of admission.

The Principal, the faculty members and the support staff section of Taki Government College can avail the utilities and the benefits of Health services provided by the Government of West Bengal under the aegis of **West Bengal Health Scheme 2008**. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Scheme will be entitled to all benefits of West Bengal Health Scheme, 2008.

34. Performance in sport activities

The students of this college participated in various sports events locally but did not achieve any significant result

35. Incentives to outstanding sport persons

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury. So The College don't have any fund to give incentives to outstanding sport person except Govt. allocation.

36. Student achievement and awards

Nothing of that sort has been intimated by the students. The Students may have achieved awards by their personal capacities but they have not intimated College about that.

37. Activities of the Guidance and Counseling unit

A sub-committee entitled "Student's welfare committee" was established under the supervision of Teachers Council, to Council as well as guide the students regarding their career options and placement.

38. Placement services provided to students

Student's Welfare subcommittee took the initiatives but nothing fruitful happened

39. Development programs for non-teaching staff

Non-teaching staffs of this college contribute significantly in the administrative activities in the college taking a huge responsibility. College administration is always committed for their development always act positively to their interests. Mr. Hirendra Nath Ray is associated with Netaji Subhas Open University. He has attending seminars since 2011, to look after the online admission and registration in Bachelor Degree Program (BDP) and PG programs.

40. Good practices of the Institution

College always encourage good practices, try to remind the students about their social duties. Keeping parity with this spirit social awareness programs are organized in the rural area in close vicinity of the college. Blood donation camps are organized by the students.

41. Linkage development with National and International, academic and Research Bodies

Some of the teaching staff of Taki Govt. College are associated with various academic and research institutes in collaborative research. Dr Soma Mondal of Physics Department is associated with IUCAA, Pune. Dr. Saubhik Das of Department of Botany is associated with Bose Institute, Kolkata in a collaborative research project. Dr. Saubhik Das of Department of Botany has done collaborative research work on vegetable amaranths with foreign research laboratory, worked jointly with Dr Duilio Iamonico of the Laboratory of Phytogeography and Applied Geobotany, University of Rome Sapienza, Rome, Italy. Dr Debashis Das of the Department of Zoology has done collaborative research on a part of his research topic, dealing with anatomy, with AIIMS, New Delhi. Dr Nandini Chatterjee has supervised the research of her

scholar who was a fellow at RMRIMS (ICMR), Patna. It was a collaborative effort with merging of medical science and spatial analysis, a geographical perspective using Remote Sensing and Geographical Information System.

42. Action taken report on the AQAR of the previous year – From the session 2013-14 Annual Quality Assurance report was started to be generated

43. Any other relevant information the Institution wishes to add.

SECTION C

Outcome achieved by the end of the year (Attach extra sheet if required)

Accountability of the teachers were ensured with the introduction of self appraisal and submission of Appendix II form embodied with the contribution of teachers in academic and administrative arena. Feedback forms from the students and there guardians were started to be taken.to assess the teaching learning methodologies and to take adequate measures.

SECTION D

Plan of the College for the next year

Initiatives to be taken to improve the academic excellence of the students through arranging departmental seminars, to improve the existing facilities and amenities in the college also to improve in the teaching methodologies.



**Name & Signature of the
Director/Coordinator, IQAC**

**Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College**



**Name & Signature of the
Chairperson, IQAC**

**Principal
Taki Government College
P.O. - Taki, Dist. - 24 Pgs.(N)**

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: **Taki Government College, Taki, North 24 Parganas**

Name of the Affiliating University: **West Bengal State University**

Year of the report: **2014-15**

Section A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet).

Section B

Details in respect of the following (attach separate sheet)

1. Activities reflecting the goals and objectives of the College - Internal Quality Assurance Cell (IQAC) is an UGC recognized body to monitor the maintenance as well as advancement of the academic status of an Institution also to advise the authority from time to time for further betterment. In Taki Government College IQAC was established on 29.07.2011 informally but proper functioning of the cell was started from late 2013 with the formation of full flagged cell involving the external guest members for sustenance as well as improvement in quality education, research, academic and administrative performance of the College. Initiatives taken to achieve the goals are -

- (i).Introduction of self appraisal system of the teachers regarding their academic and administrative performance in prescribed format (Appendix II form)
- (ii) Upliftment of the educational level of the college and to search out future talent in the arena of research and education.
- (iii) A pragmatic approach for the maintenance of a healthy and well equipped teaching learning practices
- (iv) Overall development of the students
- (v) Encouragement of the research work of the teachers- that not only will enrich a teacher but also will benefit the students indirectly, boost his or her dormant research aptitudes.
- (vi) Assessment of the teachers by the students and their guardians by feedback forms
- (vii) Promotion of the teachers under CAS

2. New academic program initiated : No new academic program was initiated.

3. Innovation in curricular design and transaction: Taki Govt. College is an College affiliated to West Bengal State University. Some of the teachers are member of Board of

Studies in UG and PG course. They are engaged in any kind of curricular design or its modification

4. Inter-disciplinary programs started: No such interdisciplinary programs were initiated. But teachers got involved in taking interdepartmental classes, outreach programs, public awareness programs.

5. Examination reforms implemented – As per the suggestion of IQAC examination patterns were slightly reformed. Besides conventional test examination before University examination the departments were advised to take surprised class tests at regular interval to judge the preparedness of the students and also requested to keep a record of that

6. Candidates qualified :NET/SLET/GATE etc. The Taki Govt. College is basically an under graduate College, only Bengali department is a post-graduate department. No student were reported to be qualified in such examinations.

7. Initiatives towards faculty development program: The teachers were encouraged to submit research proposals to different funding agencies (UGC) also to attend seminars, attend different faculty development courses like Orientation Programs and Refresher Courses.

8. Total number of seminars/workshops conducted: College regularly arrange seminars, workshops.

No. of Seminars by external speakers arranged – 03

No. of career awareness seminars arranged – 0

No. of workshops arranged - 0

9. Research Projects: Ongoing : 2 (1- UGC-MRP) **Completed: 6 (5-UGC MRP)
1- DST – SERB) 1- Dept. of Space
Govt. of India**

10. Patents generated: nil

11. New Collaborative research programs: Many of the faculty members of this college are associated with collaborative research. Dr. Soma Mondal of department of Physics is associated with Inter-University Centre for Astronomy and Astrophysics (IUCAA), Pune. Dr. Saubhik Das of department of Botany is associated with Bose Institute, Kolkata also worked jointly with Dr Duilio Iamonico of the Laboratory of Phytogeography and Applied Geobotany, University of Rome Sapienza, Rome, Italy. Dr. Nandini Chatterjee of department of geography is associated with Rajendra Memorial Research Institute of Medical Sciences (Indian Council of Medical Research), Patna.

12. Research Grants received from various agencies: 19,30,000/- (Grangs sanctioned by UGC and DST-SERB)

13. Details of research Scholars: One (Working under the supervision of Dr. Srirupa Banerjee, Assistant Professor of Chemistry, Taki Govt. College)

14. Citation index of faculty members and Impact Factors:

Dept.	No. of Publ.	Name	Name of Journal	Impact factor
Botany	5	Saubhik Das	Phytotaxa 181(5): 293-300	1.793
		Saubhik Das	Novon 23;406-410	0.279
		Smita Roy , T. Samanta, A. Majumdar, M. Bandyopadhyay and S. Jha (2014)	Nucleus 57(2): 105-112.	0.44 (RG)
Chemistry	2	A. Paul, D. Chatterjee, R. Haldar, Srirupa Banerjee & S. Yadav, (2015).	Tetrahedron Letters 56: 2496-2499.	2.39
		S. Khan, R. Roy, A. Ghatak, Amit Pramanik and S. Bhar (2014)	Tetrahedron Letters	2.39
English	1			
Economics	1			
Geography	3	S. Deb, A. Ahmed and Debajit Datta (2014)	Environmental Monitoring and Assessment	1.98 (RG)
		G.S.Bhunia, Nandini Chatterjee and D.K.Pal (2014)	Hydrology Research	1.754
Mathematics	3	A. Saha, Jayanta Sen and M.K. Chakraborty M. K. (2014)	Information Sciences	3.893
		Koushik Das and C. Nahak (2014)	Rendiconti del Circolo Matematico di Palermo	0.7 (RG)
Philosophy	1			
Physics	1	U. De, Kriti Ranjan Sahu and Abhijit De (April, 2015)	Solid State Phenomena,	0.39 (RG)
Zoology	2	S. Chakrabarty, Debasish Das , S.K. De, and T.C. Nag (2014)	Tissue and Cell	1.232
		S. Majumdar, S. Das, S.R. Moulik, B. Mallick, Puja Pal and D. Mukherjee (2015).	General Comparative Endocrinology	2.58
	19		Number of Journals with I.F.= 12	

15. Honours/Awards to the faculty: National and International: Some of the faculty members regularly attend seminars after being invited in India and abroad. Smt. Debjani Sengupta and Smt. Sumita Mukhopadhyay of Department of Bengali attended an International seminar and presented a poster in Bangladesh. Dr. Debajit Dutta of Department of Geography attended a seminar and presented a poster in Denmark.

16. Internal Resources generated: The Instruments, chemicals, glass goods and books procured in different projects were accumulated in the material resource of the college.

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programs. NIL

18. Community services: As per the proposals of IQAC different departments organized a number of outreach programs with noble objectives, cultural programs, public awareness programs. Department of Botany organized a an awareness campaign aabout protection and sustainense of plant Biodiversity in a local school at Hasnabad.

19. Teachers and officers newly recruited: Taki Govt. College is a Government College. The College can't recruit teachers or other staff members by its own. The teachers are recruited by Government of West Bengal and the job is transferable.

20. Teaching-Non-teaching staff ratio: Full time Teacher (66) + part time teacher (31) = 97/ Non-teaching staff = 17, ratio is 5.70

21. Improvement in Library services: Improvement of Library was achieved through the procurement of books as suggested by the faculty members of the different departments.

22. New books/ Journals subscribed and their values: A total of 763 books were purchased utilizing the sanctioned grant of State Government and UGC, 493 books were purchased utilizing State Government fund and 270 books were purchased utilizing UGC fund. Annual expenditure to purchase books during 2014-15 was Rs. 1.5 lakhs.

23. Cources in which student assessment of teachers is introduced and the action taken on student feedback: In all the courses student assessment of teachers was introduced and action taken on student report

24. Feedback from Stakeholders

Along with the feedback from the students all the Departments of the College started to meet the guardians at regular intervals and take feedback from them. Their observations and suggestions were taken care off.

25. Unit cost of Education : Unit cost of education during 2014-15 was 0.015946836 lakhs. Total expenditure considered excluding salary.

26. Computerization of administration and the process of Admission and examination results, issue of Certificates

The administrative work and internal examination result tabulation are all computerized. The entire admission process along with merit list preparation are computerized.

27. Increase in the Infrastructural facilities

Budget allocation for the infrastructure auggmentation excluding salary during 2014-15 was Rs. 55,36476/- .Along with other infrastructural developmental works proposals were given for the

development of a Gymnasium, improvement of and maintenance of the playground existing in front of Geography department also development of a sick room. The proposal for Gymnasium has been prepared which is ready for submission before the appropriate authority. Renovation work of the play ground (18600 sq ft) has already been started. Specialized technology enabled class rooms for use of both arts and science departments were made available. A very specialized air conditioned noise resistant seminar hall with acoustics system, LCD projector and other facilities was developed on the 3rd floor of the main building.

28. Technology upgradation

As per the suggestions of the faculty members to improve the teaching learning methodologies modern teaching aids like LCD projectors, OHP were introduced. The number of classrooms and seminar halls with LCD/ICT facilities is 8, number of class rooms with LCD facilities is 7 and number of class room with ICT facility is 1. Entire admission process made online and flaw less applying improved technology.

29. Computer and internet access and training to teachers, non-teaching staff and Students

Each and every Department are provided with adequate number of Computers with wi-fi connection as per their requirements. Few computers were made accessible to the students for their use. Different Departments also took initiatives to make at least one computer accessible to their students.

30. Financial aid to students

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury (in case of Taki Government College, it is Basirhat Treasury). Because of being fully a Government Institution, it cannot take and utilize any fund from any individual or organization to help the student financially. There are a number of scholarships for the students given by the Govt. of West Bengal.

31. Activities and support from Alumni association

Informal Alumni Association comprising the past students of this College, teachers and local people are there. They infrequently meet exchange views.

32. Activities and support from the parent-Teacher Association

There is no formal Parents –Teachers' Association in Taki Government College. However, the faculty members of each department conduct the Parent- Teachers' Meeting every year. As per the suggestion by IQAC departments have started to take feed back in a specified format. They analyze the feedback forms and take rational decisions to sort out the problems and complaints if any.

33. Health services

Students can avail health related benefits from students health Home, Kolkata in lie of Rs. 10/- which is taken at the time of admission.

The Principal, the faculty members and the support staff section and their eligible dependants of Taki Government College can avail the utilities and the benefits of Health

services provided by the Government of West Bengal under the aegis of **West Bengal Health Scheme 2008**. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Scheme will be entitled to all benefits of West Bengal Health Scheme, 2008. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Cashless Scheme, 2014 will be entitled to all benefits of West Bengal Health Scheme, 2008, plus the additional benefit of cashless treatment up to Rs1 lakh only.

34. Performance in sport activities

The students of this college participated in various sports events locally but did not achieve any significant result.

35. Incentives to outstanding sport persons

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury. So The College don't have any fund to give incentives to outstanding sport person except Govt. allocation.

36. Student achievement and awards

Nothing of that sort has been intimated by the students. The Students may have achieved awards by their personal capacities but they have not intimated College about that.

37. Activities of the Guidance and Counseling unit

The Career Counselling and the Placement Cell of the Taki Government College had been established with the aim to provide the students a sense of direction and exposure to the different job opportunities available in the market. One of the primary purposes of the establishment of this Cell was to invite the corporate sector, training institutions etc. to place mainly the outgoing students of this college who are seeking jobs.

38. Placement services provided to students

Student's Welfare subcommittee took the initiatives but nothing fruitful happened

39. Development programs for no-teaching staff

The non teaching staffs of this college are intensely involved in administrative activities as such they occasionally require special training. Office staff Mr. Hirendra Nath Ray is actively involved in Netaji Subhas Open University, he attended several meeting and seminars to make himself more efficient in registration process and online admission and form fill up.

40. Good practices of the Institution

College always encouraged activities that creates social bondage between College students and local people. Beside social awareness programs students were encouraged to publish wall magazine. Departments were advised to introduce departmental seminars involving students as speaker, arrange workshops or career oriented seminars to guide the students to select their career.

41. Linkage development with National and International, academic and Research Bodies

Some of the teaching staff of Taki Govt. College are associated with various academic and research institutes in collaborative research. Dr. Saubhik Das of Department of Botany is associated with Bose Institute, Kolkata in a collaborative research project. Dr. Saubhik Das of Department of Botany has done collaborative research work on vegetable amaranths with foreign research laboratory, worked jointly with Dr Duilio Iamonico of the Laboratory of Phytogeography and Applied Geobotany, University of Rome Sapienza, Rome, Italy. Dr Debashis Das of the Department of Zoology has done collaborative research on a part of his research topic, dealing with anatomy, with AIIMS, New Delhi.

42. Action taken report on the AQAR of the previous year

For academic upliftment of the students as well as teachers departmental seminars, were encouraged. Efforts were made to improve the teaching methodologies, existing facilities and amenities in the college. Feed back from the students and their guardians were regularized to rectify the lacunae in teaching learning system. Submission of session wise self appraisal by the faculty members reflecting their academic and administrative performances were helpful to judge academic status of the College.

43. Any other relevant information the Institution wishes to add.

SECTION C

Outcome achieved by the end of the year (Attach extra sheet if required)

1. Introduction of departmental seminars with active participation of the students as speaker. 2. Renovation of Playground, improvement of canteen with students friendly price chart, creation of sickroom and other necessary amenities. 3. Improvement of in teaching methodologies and introduction of teaching aids like LCD projector, OHP etc. 4. Departments were encouraged to take carryout outreach programs involving students for social awareness.

SECTION D

Plan of the College for the next year

Initiatives to be taken to guide or assist the students regarding selection of their future goals through career counselling. Initiatives to be taken to make the students more regular in college, more attached to the College by arranging more cultural activities, more social awareness program etc. The IQAC emphasized to create various cells with social commitment.



**Name & Signature of the
Director/Coordinator, IQAC**

Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College



**Name & Signature of the
Chairperson, IQAC**

Principal
Taki Government College
P.O. - Taki, Dist. - 24 Pgs.(N)

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: **Taki Government College, Taki, North 24 Parganas**

Name of the Affiliating University: **West Bengal State University**

Year of the report: **2015-16**

Section A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet).

Section B

Details in respect of the following (attach separate sheet)

1. **Activities reflecting the goals and objectives of the College** - Internal Quality Assurance Cell (IQAC) is an UGC recognized body to monitor the maintenance as well as advancement of the academic status of an Institution also to advice the authority from time to time for further betterment. In Taki Government College IQAC was established on 29.07.2011 informally but proper functioning of the cell was started from late 2013 with the formation of full flagged cell involving the external guest members for sustenance as well as improvement in quality education, research, academic and administrative performance of the College. Initiatives taken to achieve the goals are -

- (i).Introduction of self appraisal system of the teachers regarding their academic and administrative performance in prescribed format (Appendix II form)
- (ii) Upliftment of the educational level of the college and to search out future talent in the arena of research and education.
- (iii) A pragmatic approach for the maintenance of a healthy and well equipped teaching learning practices
- (iv) Overall development of the students
- (v) Encouragement of the research work of the teachers- that not only will enrich a teacher but also will benefit the students indirectly, boost his or her dormant research aptitudes.
- (vi) Assessment of the teachers by the students and their guardians by feedback forms
- (vii) Promotion of the teachers under CAS

2. **New academic program initiated** : No new academic program initiated

3. **Innovation in curricular design and transaction:** Taki Govt. College is an College affiliated to West Bengal State University. Some of the teachers are member of Board of

Studies in UG and PG course. They are engaged in any kind of curricular design or its modification

4. Inter-disciplinary programs started: No such interdisciplinary programs were initiated. But teachers got involved in taking interdepartmental classes, outreach programs, public awareness programs.

5. Examination reforms implemented – As per the suggestion of IQAC examination patterns were slightly reformed. Besides conventional test examination before University examination the departments were advised to take surprised class tests at regular interval to judge the preparedness of the students and also requested to keep a record of that

6. Candidates qualified :NET/SLET/GATE etc. The Taki Govt. College is basically an under graduate College, only Bengali department is a post-graduate department. No student were reported to be qualified in such examinations.

7. Initiatives towards faculty development program: The teachers were encouraged to submit research proposals to different funding agencies (UGC) also to attend seminars, attend different faculty development courses like Orientation Programs and Refresher Courses.

8. Total number of seminars/workshops conducted: College regularly arrange seminars, workshops.

No. of Seminars by external speakers arranged – 10

No. of career awareness seminars arranged – 01

No. of workshops arranged - 03

9. Research Projects: Ongoing : 1 (Dept. of Space) **Completed: 4** (UGC-MRP Govt. of India)

10. Patents generated: nil

11. New Collaborative research programs: Many of the faculty members of this college are associated with collaborative research. Dr. Soma Mondal of department of Physics is associated with Inter-University Centre for Astronomy and Astrophysics (IUCAA), Pune. Dr. Saubhik Das of department of Botany is associated with Bose Institute, Kolkata also worked jointly with Dr Duilio Iamonico of the Laboratory of Phytogeography and Applied Geobotany, University of Rome Sapienza, Rome, Italy. Dr. Nandini Chatterjee of department of geography is associated with Rajendra Memorial Research Institute of Medical Sciences (Indian Council of Medical Research), Patna.

12. Research Grants received from various agencies: 17,65,000/ (Dept. of Space, Govt. of India)

13. Details of research Scholars: One (Working under the supervision of Dr. Srirupa Banerjee, Assistant Professor of Chemistry, Taki Govt. College)

14. Citation index of faculty members and Impact Factors:

Dept.	No. of Publ.	Name	Name of Journal	Impact factor
Botany	1	M. Neogy and Aniket Bhattacharya (2015).	International Journal of Pharmacy and Pharmaceutical Sciences.	0.5
Chemistry	2	D.Paul, R. Chatterjee, T. Haldar T, Srirupa Banerjee , and S. Yadav (2015)	RSC Advances	3.108
		Chhandasi Guha Roy Sarkar (2016)	Orient. J. Chem	0.36 (RG)
English	3			
Geography	3	Debajit Datta and P.K. Ghosh (2015)	Singapore Journal of Tropical Geography	1.277
		Debajit Datta and S. Banerjee (2015)	Bulletin of Geography-Socio-Economic series.	0.461 (SJR)
History	1			
Mathematics	3	A. Saha, Jayanta Sen , and M.K. Chakraborty (2016)	Information Sciences	4.832
		T.K. Dutta, S. Kar and Koushik Das (2015).	Afrika Matematika	0.51 (RG)
		Koushik Das and C. Nahak. (2016).	Opsearch	0.8 (RG)
Philosophy	1			
Zoology	2	S. Roy Moulik, Puja Pal , S. Majumdar, B. Mallick, S. Gupta, P, Guha, S. Roy and D. Mukherjee (2016)	Comparative Biochemistry and Physiology, Part A	ISSN No. 1095-6433 2.23
	16		Number of Journal with I.F.= 09	

15. Honours/Awards to the faculty: National and International – The faculty members regularly attended various national and international seminars and presented papers.

16. Internal Resources generated: The Instruments, chemicals, glass goods and books procured in different projects were accumulated in the material resource of the college.

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programs. Nil

18. Community services: As per the proposals of IQAC different departments organized a number of outreach programs with noble objectives, cultural programs, public awareness programs. Thalassaemia detection camp was organized with assistance from Thalassaemia

Control Unit, Calcutta School of Tropical Medicine – At Taki Government College on 02nd December, 2015 and At Rojipur Dishari Club near Taki on 23rd February, 2016. Environmental Awareness Camp and Free Book Distribution were carried out at Sayedpur near Taki on 19th March, 2016. College organizes different cultural programs, seminars and exhibitions, commemorating different occasions like Rabindra Jayanti, Bhasa Dibas, International women's day, Banmahotsab etc. with great enthusiasm and gaiety to transmit the gravity of the occasions among the students as well as to maintain and uplift cultural atmosphere.

19. Teachers and officers newly recruited: Taki Govt. College is a Government College. The College can't recruit teachers or other staff members by its own. The teachers are recruited by Government of West Bengal and the job is transferable.

20. Teaching-Non-teaching staff ratio: Full time Teacher (62) + part time teacher (30) = 92/ Non-teaching staff = 17, ratio is 5.41

21. Improvement in Library services: Initiatives were taken to modernize the library in terms of purchasing new Books, computerization of library, development of AC reading room for the students and the teachers with sufficient.

22. New books/ Journals subscribed and their values: A large number of books (787) were purchased utilizing the funds sanctioned by State Government and UGC. A total of 477 books were purchased utilizing sanctioned state fund and 310 books were purchased utilizing UGC fund. Five journals were subscribed. Annual expenditure to purchase books and journals during 2015-16 was 2 lakhs.

23. Cources in which student assessment of teachers is introduced and the action taken on student feedback: In all the courses students assessment of teachers and action taken on such feedback is continued.

24. Feedback from Stakeholders

Along with the feedback from the students all the Departments of the College started to meet the guardians at regular intervals and take feedback from them. Their observations and suggestions were taken care off.

25. Unit cost of Education : Unit cost of Education during 2015-16 was 0.026325028 lakhs. Total expenditure considered excluding salary.

26. Computerization of administration and the process of Admission and examination results, issue of Certificates

The administrative work and internal examination result tabulation are all computerized. The entire admission process is computerized. Online admission was operative from 2015-16. When, in 2015-16 Academic session, it was first introduced, only the online-Application facility was provided. The Merit List was prepared manually and the admission fees had to be submitted in Bank.

27. Increase in the Infrastructural facilities

Budget allocation for infrastructure augmentation excluding salary during 2015-16 was Rs.

134,40885/-. Beside continuing infrastructure development and maintenance few significant activity during this session was renovation of the playground and renovation of the medicinal garden. Proposal for the gymnasium was placed before the appropriate authority. If it is sanctioned it will be constructed in the proposed annex building II. Department of Botany was given the responsibility to develop a roof top medicinal garden. This garden has been developed and being maintained by the department of Botany.

28. Technology upgradation

To make the teaching and learning more attractive for the students and to impart knowledge in a vibrant manner improved technology was applied. The students were regularly provided with study materials downloaded from web pages. Power point presentation through LCD projectors were encouraged specially in the science Departments.

29. Computer and internet access and training to teachers, non-teaching staff and Students

Each and every Department are provided with adequate number of Computers with wi-fi connection as per their requirements.

Computers available for Staff and Students

SI No.	Department/Location	Desktop	Laptop	Used by students	Having Internet
•	Principal's Chamber	03	0	0	03
➤	Bengali	02	02	0	00
•	Botany	01	02	01	01
•	Chemistry	02	01	0	00
•	Economics	01	01	0	00
•	English	01	01	0	01
•	Geography	12	01	10	00
•	History	01	0	0	00
•	Library	01	00	0	00
•	Mathematics	09	01	06	02
•	Philosophy	01	0	0	00

•	Physics	07	0	04	02
•	Political Science	01	0	0	00
•	Sanskrit	01	0	0	00
•	Zoology	03	01	01	02
•	Office	12	02	0	13
•	Career Counseling	0	0	0	00
•	IQAC	0	0	0	00
•	Admission Committee	05		0	03
•	Computer Lab	13	0	13	00
•	Other				
Total		76	12	35	27

30. Financial aid to students

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury (in case of Taki Government College, it is Basirhat Treasury). Because of being fully a Government Institution, it cannot take and utilize any fund from any individual or organization to help the student financially. There are a number of scholarships for the students given by the Govt. of West Bengal.

31. Activities and support from Alumni association

The Alumni Association of the College has been constituted in a meeting held on 30th January, 2016

32. Activities and support from the parent-Teacher Association

There is no formal Parents –Teachers’ Association in Taki Government College. However, the faculty members of each department conduct the Parent- Teachers’ Meeting every year. As per the suggestion by IQAC departments have started to take feed back in a specified format. They analyze the feedback forms and take rational decisions to sort out the problems and complaints if any.

33. Health services

Students can avail health related benefits from students health Home, Kolkata in lie of Rs. 10/- which is taken at the time of admission.

The Principal, the faculty members and the support staff section and their eligible dependants of Taki Government College can avail the utilities and the benefits of Health

services provided by the Government of West Bengal under the aegis of **West Bengal Health Scheme 2008**. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Scheme will be entitled to all benefits of West Bengal Health Scheme, 2008. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Cashless Scheme, 2014 will be entitled to all benefits of West Bengal Health Scheme, 2008, plus the additional benefit of cashless treatment up to Rs1 lakh only.

The part time faculty members and the casual staff of Taki Government College can avail the benefits and services of **Swastha Sathi** health scheme launched by the Government of West Bengal. This health scheme provides basic health cover for secondary and tertiary diseases care up to Rs 1.5 lakh per annum through Insurance Mode and critical illness up to Rs.5lakhs through Assurance Mode. This scheme is paperless, cashless and based on smart card. It also covers the spouses and their respective parents. It has been observed that till date about 42 part time faculty and casual staff members of the College have enrolled themselves to avail this facility.

34. Performance in sport activities

The students of this college participated in various sports events locally, inter-college football tournament, but did not achieve any significant result.

35. Incentives to outstanding sport persons

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury. So The College don't have any fund to give incentives to outstanding sport person except Govt. allocation.

36. Student achievement and awards

Nothing of that sort has been intimated by the students. The Students may have achieved awards by their personal capacities but they have not intimated College about that.

37. Activities of the Guidance and Counseling unit

The Career Counselling and the Placement Cell of the Taki Government College had been established with the aim to provide the students a sense of direction and exposure to the different job opportunities available in the market. The Faculty members and the members of the Career Counselling and the Placement Cell always motivate the students to sit for different job interviews and prepare for the Government jobs. The Cell also provides immense support to the students regarding different career opportunities available in the market. The cell organized different seminars and workshops inviting external Institutions/ agencies or College teachers to motivate the students

Sl. No	Date	Programm/Event	Presented by
1.	16.12.2015	A Seminar on Indian Capital Markets :Functions and Career Opportunities	The Department of Economics and the Career Counseling and Placement Cell, Taki Government College in association with the Calcutta Stock Exchange Investor Protection Fund , the Calcutta Stock Exchange Ltd.have organized this one-day seminar.

2.	17.03.2016	In-house Workshop on Soft Skill development	The Career Counselling and Placement Cell of Taki Government College.
3.	21.03.2016	Career Awareness Programme on Career as a Company Secretary	The Career Counselling and Placement Cell of Taki Government College and the Department of Economics in association with ICSI(Institute of Company Secretaries of India)
4.	12.04.2016	In-house Workshop on Soft Skill development	The Career Counselling and Placement Cell of Taki Government College.

38. Placement services provided to students

The Career Counselling and the Placement Cell of the Taki Government College took the initiatives, invited different agencies for deliberation. But nothing fruitful happened.

39. Development programs for non-teaching staff

Office staff Mr. hirendra Nath Ray attended training program organized in Office of SDO, Basirhat to get acquainted with HRMS and ISMS, that helped a lot to the college administration.

40. Good practices of the Institution

Beside various social activities and public awareness program departments were encouraged to organize outreach programs. The Faculty members and the members of the Career Counselling and the Placement Cell always motivated the students to sit for different job interviews and prepare for the Government jobs. They also guided the students to choose their future career. Cultural programs were regularly organized on various occasions.

41. Linkage development with National and International, academic and Research Bodies

Some of the teaching staff of Taki Govt. College are associated with various academic and research institutes in collaborative research. Dr. Saubhik Das of Department of Botany is associated with Bose Institute, Kolkata. Dr Debashis Das of the Department of Zoology has done collaborative research on a part of his research topic, dealing with anatomy, with AIIMS, New Delhi.

42. Action taken report on the AQAR of the previous year

Efforts were devoted to organize departmental seminars on regular basis with active participation of the students as speaker. Improvement of the teaching methodologies through the introduction of modern teaching aids like LCD projector, internet OHP etc. were initiated. Departments were encouraged to carry out outreach programs involving the students to establish a close relationship with local people. Play ground was renovated and canteen was maintained with good food items and students friendly price chart. The sickroom became functional with all immediate essential medical facilities.

43. Any other relevant information the Institution wishes to add.

SECTION C

Outcome achieved by the end of the year (Attach extra sheet if required)

1. Establishment of Committees like – Anti ragging Cell, Cell for gender Sensitization, Cell for career counselling and placement. 2. The IQAC gave emphasis on cultural activities, College organized various cultural programs with great enthusiasm like *Rabindra Jayanti, Basontotsav* etc. 3. Beautification of Campus and computerization of Library with AC reading room.

SECTION D

Plan of the College for the next year

Initiatives to be taken to make feedback more elaborate and exhaustive. Research activities conducted by the teachers to be encouraged that will indirectly benefit the students.



**Name & Signature of the
Director/Coordinator, IQAC**

**Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College**



**Name & Signature of the
Chairperson, IQAC**

**Principal
Taki Government College
P.O. - Taki, Dist. - 24 Pgs. (N)**

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: **Taki Government College, Taki, North 24 Parganas**

Name of the Affiliating University: **West Bengal State University**

Year of the report: **2016-17**

Section A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet).

Section B

Details in respect of the following (attach separate sheet)

1. Activities reflecting the goals and objectives of the College - Internal Quality Assurance Cell (IQAC) is an UGC recognized body to monitor the maintenance as well as advancement of the academic status of an Institution also to advice the authority from time to time for further betterment. In Taki Government College IQAC was established on 29.07.2011 informally but proper functioning of the cell was started from late 2013 with the formation of full flagged cell involving the external guest members for sustenance as well as improvement in quality education, research, academic and administrative performance of the College. Initiatives taken to achieve the goals are -

- (i).Introduction of self appraisal system of the teachers regarding their academic and administrative performance in prescribed format (Appendix II form)
- (ii) Upliftment of the educational level of the college and to search out future talent in the arena of research and education.
- (iii) A pragmatic approach for the maintenance of a healthy and well equipped teaching learning practices
- (iv) Overall development of the students
- (v) Encouragement of the research work of the teachers- that not only will enrich a teacher but also will benefit the students indirectly, boost his or her dormant research aptitudes.
- (vi) Assessment of the teachers by the students and their guardians by feedback forms
- (vii) Promotion of the teachers under CAS

2. New academic program initiated : No new academic program was initiated.

3. Innovation in curricular design and transaction: Taki Govt. College is an College affiliated to West Bengal State University. Some of the teachers are member of Board of

Studies in UG and PG course. They are engaged in any kind of curricular design or its modification

4. Inter-disciplinary programs started: No such interdisciplinary programs were initiated. But teachers got involved in taking interdepartmental classes, outreach programs, public awareness programs.

5. Examination reforms implemented – As per the suggestion of IQAC examination patterns were slightly reformed. Besides conventional test examination before University examination the departments were advised to take surprised class tests at regular interval to judge the preparedness of the students and also requested to keep a record of that

6. Candidates qualified :NET/SLET/GATE etc. The Taki Govt. College is basically an under graduate College, only Bengali department is a post-graduate department. No student were reported to be qualified in such examinations.

7. Initiatives towards faculty development program: The teachers were encouraged to submit research proposals to different funding agencies (UGC) also to attend seminars, attend different faculty development courses like Orientation Programs and Refresher Courses.

8. Total number of seminars/workshops conducted: College regularly arrange seminars, workshops.

No. of Seminars by external speakers arranged – 0

No. of career awareness seminars arranged – 5

No. of workshops arranged - 0

9. Research Projects: Ongoing : Nil Completed: Nil

10. Patents generated: nil

11. New Collaborative research programs: Many of the faculty members of this college are associated with collaborative research. Dr. Soma Mondal of department of Physics is associated with Inter-University Centre for Astronomy and Astrophysics (IUCAA), Pune. Dr. Saubhik Das of department of Botany is associated with Bose Institute, Kolkata also worked jointly with Dr Duilio Iamonico of the Laboratory of Phytogeography and Applied Geobotany, University of Rome Sapienza, Rome, Italy. Dr. Nandini Chatterjee of department of geography is associated with Rajendra Memorial Research Institute of Medical Sciences (Indian Council of Medical Research), Patna.

12. Research Grants received from various agencies: Nil

13. Details of research Scholars: Nil

14. Citation index of faculty members and Impact Factors:

Dept.	No. of Publ.	Name	Name of Journal	Impact factor
Botany	2	Saubhik Das	Bangladesh Journal of Botany	ISSN No.0253-5416 0.233
English	1			
Mathematics	3			
Zoology	1	D. Mukherjee, S. Majumdar, S. Roy Moulik, Puja Paul, S. Gupta, P. Guha and D. Kumar (2017)	General and Comparative endocrinology	ISSN No. 0016-6480 2.58
Total Publ.	07		Journal with impact factor = 02	

15. Honours/Awards to the faculty: National and International - The faculty members regularly attended various national and international seminars and presented papers.

16. Internal Resources generated: Nil

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programs. Nil

18. Community services: College organizes different cultural programs, seminars and exhibitions, commemorating different occasions like Rabindra Jayanti, Bhasa Dibas, International women's day, Banmahotsab etc. with great enthusiasm and gaiety to transmit the gravity of the occasions among the students as well as to maintain and uplift cultural atmosphere.

19. Teachers and officers newly recruited: Taki Govt. College is a Government College. The College can't recruit teachers or other staff members by its own. The teachers are recruited by Government of West Bengal and the job is transferable.

20. Teaching-Non-teaching staff ratio: Full time Teacher (53) + part time teacher (29) = 82/ Non-teaching staff = 17, ratio is 4.82

21. Improvement in Library services: Qualitative improvement of the library was taken care off. College library has a collection of nearly 1,00,000 books. The College subscribe to the e-journal consortium INFLIBNET – NLIST as well as to a number journals specially in Bengali. The automated bibliographic data-base (ILMS) of the library collections are in progress. A newly built air conditioned reading room equipped with computer and network facilities is operational for the students and the teachers.

22. New books/ Journals subscribed and their values: A total of 330 books were purchased during this session utilizing State Government fund. Annual expenditure to purchase

books during 2016 – 17 was 1 lakh.

23. Cources in which student assessment of teachers is introduced and the action taken on student feedback: In all the courses student assessment of the teachers is maintained which are analyzed statistically and action taking on such report is continuing.

24. Feedback from Stakeholders

Along with the feedback from the students all the Departments of the College started to meet the guardians at regular intervals and take feedback from them. Their observations and suggestions were taken care off. From 2017 onward feed back from the teachers anfd Alumni members were also started to be taken.

25. Unit cost of Education Unit cost of education during 2016-17 was 0.019461901 lakhs. Total expenditure considered excluding salary amount.

26. Computerization of administration and the process of Admission and examination results, issue of Certificates

The administrative work and internal examination result tabulation are all computerized. On line admission is already operative and from the session 2016-17 the submission of admission fees was upgraded to an online affair along with the application, though the Merit List was, still, generated manually.

27. Increase in the Infrastructural facilities

Budget allocation for infrastructure augmentation excluding salary was Rs. 96,32786/-.Several infrastructural developmental activity was initiated such Beautification of the college campus, computerization of the library, Formation of AC reading room with sufficient space, reorganization of office for better functioning. Many of the office staffs were provided with individual computer.

28. Technology upgradation

Beside teaching practices improved technology was applied in library. Library of the College has a collection of nearly 1,00,000 books. The collge has sunscribed to the e-journal consortium INFLIBNET-NLIST as well as to a number of hard journals specially in Bengali. An automated bibliographic data base of the library collection (ILMS) is in process of being developed. KOHA version 10.2 is being used in ILMS.

29. Computer and internet access and training to teachers, non-teaching staff and Students

Each and every Department are provided with adequate number of Computers with wi-fi connection as per their requirements.

Computers available for Staff and Students

SI No.	Department/Location	Desktop	Laptop	Used by students	Having Internet

•	Principal's Chamber	03	0	0	03
➤	Bengali	02	02	0	00
•	Botany	01	02	01	01
•	Chemistry	02	01	0	00
•	Economics	01	01	0	00
•	English	01	01	0	01
•	Geography	12	01	10	00
•	History	01	0	0	00
•	Library	01	00	0	00
•	Mathematics	09	01	06	02
•	Philosophy	01	0	0	00
•	Physics	07	0	04	02
•	Political Science	01	0	0	00
•	Sanskrit	01	0	0	00
•	Zoology	03	01	01	02
•	Office	12	02	0	13
•	Career Counseling	0	0	0	00
•	IQAC	0	0	0	00
•	Admission Committee	05		0	03
•	Computer Lab	13	0	13	00
•	Other				
	Total	76	12	35	27

30. Financial aid to students

The Taki Government College is a governmental educational institution whose academic and

allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury (in case of Taki Government College, it is Basirhat Treasury). Because of being fully a Government Institution, it cannot take and utilize any fund from any individual or organization to help the student financially. There are a number of scholarships for the students given by the Govt. of West Bengal.

31. Activities and support from Alumni association

The Alumni Association/Chapter of the Taki Government College (functional and in the process of getting registered) have been contributing significantly to the development of the institution

32. Activities and support from the parent-Teacher Association

There is no formal Parents –Teachers’ Association in Taki Government College. However, the faculty members of each department conduct the Parent- Teachers’ Meeting every year. As per the suggestion by IQAC departments have started to take feed back in a specified format. They analyze the feedback forms and take rational decisions to sort out the problems and complaints if any.

33. Health services

Students can avail health related benefits from students health Home, Kolkata in lie of Rs. 10/- which is taken at the time of admission.

The Principal, the faculty members and the support staff section and their eligible dependants of Taki Government College can avail the utilities and the benefits of **West Bengal Health Scheme 2008**. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Scheme will be entitled to all benefits of West Bengal Health Scheme, 2008. Under this scheme Government Employees, Government Pensioners and their eligible dependent family members who are enrolled under this Cashless Scheme, 2014 will be entitled to all benefits of West Bengal Health Scheme, 2008, plus the additional benefit of cashless treatment up to Rs1 lakh only.

The part time faculty members and the casual staff of Taki Government College can avail the benefits and services of **Swastha Sathi** health scheme launched by the Government of West Bengal. This health scheme provides basic health cover for secondary and tertiary diseases care up to Rs 1.5 lakh per annum through Insurance Mode and critical illness up to Rs.5lakhs through Assurance Mode. This scheme is paperless, cashless and based on smart card. It also covers the spouses and their respective parents. It has been observed that till date about 42 part time faculty and casual staff members of the College have enrolled themselves to avail this facility.

34. Performance in sport activities

The students of this College participated in Inter-College football tournament organized by the director of public Instruction, West Bengal

35. Incentives to outstanding sport persons

The Taki Government College is a governmental educational institution whose academic and allied activities are entirely funded by the Department of Higher Education, Science Technology and Bio-Technology, Govt. of West Bengal. The College is liable to deposit the tuition fees collected from the students in the government exchequer through local treasury. So The College don't have any fund to give incentives to outstanding sport person except Govt. allocation.

36. Student achievement and awards

Nothing of that sort has been intimated by the students. The Students may have achieved awards by their personal capacities but they have intimated about that to College.

37. Activities of the Guidance and Counseling unit

The Career Counselling and the Placement Cell throughout the year organizes a plethora of workshops, seminars, career counselling sessions, talks and lectures for the welfare of the students. The seminars / workshops organized by the cell throughout the session are as follows-

Sl. No	Date	Programm/Event	Presented by
1.	23.09.2016	Career Awareness Programme on Visual Effects and Animation titled “Career orientation in VFX and Animation”	The Career Counselling and Placement Cell of Taki Government College in collaboration with VFX and Animation Academy, Reliance Education.
2.	19.12.2016	Career Orientation Programme on Government Jobs titled “Career Awareness Programme on Government Jobs”	The Career Counselling and Placement Cell of Taki Government College in collaboration with Rice Education Basirhat .
3.	11.04.2017	Career Awareness Programme on the “CMA (Cost and Management Accounting ” Course	The Career Counselling and the Placement Cell of Taki Government College in association with the Institute of Cost Accountants of India-Eastern India, Regional Council.
4.	13.04.2017	The screening of the film “Nibhritochari – The Solitary Soul” followed by a discussion on Film Making as a career option was organised in Taki Government College.	The Career Counselling and the Placement Cell of Taki Government College
	28.06.2017	A career counselling session on JBNSTS (Jagadish Bose National Science Talent Search) Tests was organized in Taki Government College.	This session was organised by the Department of Mathematics under the aegis of the Career Counselling and Placement Cell, Taki Government, College.

All the programmes organised by the Career Counselling and the Placement Cell had been immensely successful. These programmes are received by the students wholeheartedly and with a lot of enthusiasm.

38. Placement services provided to students

The BMA Wealth Creators Ltd. is one of the biggest providers of the customised financial services in eastern India. This Particular Company have requested the Career Counselling and Placement Cell of Taki Government College through an e-mail for a long-run business tie –up where they can place the students of this College in different sectors of their organisation. They were looking for people in the posts of Tele Sales Officer in the fields of Real Estate and Insurance. About **63** candidates (college students) from both Science and Humanities departments have participated in the campus interview. These **25 candidates** were called for the Second round of interview with their credentials in their main office. Some of them were selected and were asked to join immediately but unfortunately, they were not interested to join the job then. The possible reasons cited by them for not joining the job were the Exam problem as most were 2nd year student. It was very unfortunate that the selected students did not join the job but the initial response from them was very positive. They have given a positive feedback to such an endeavour of the Career Counselling and Placement Cell and have requested the Cell to undertake such endeavours again.

39. Development programs for non-teaching staff

Non teaching staff members significantly contributed in administrative activities. Office staff Mr. Hirendra Nath Roy participated in the training program on HRMS organized by DPI, Higher Education Department, Govt. of West Bengal. He also attended in te discussion on HRMS and ISMS arranged in the SDO office Basirhat.

40. Good practices of the Institution

Keeping parity with the previous year outreach programs for public awareness were organized. Quite a few career awareness seminars and popular lectures were organized by various departments on a regular basis.

41. Linkage development with National and International, academic and Research Bodies

Some of the teaching staff of Taki Govt. College are associated with various academic and research institutes in collaborative research. Dr. Saubhik Das of Department of Botany is associated with Bose Institute, Kolkata. Dr Debashis Das of the Department of Zoology has done collaborative research on a part of his research topic, dealing with anatomy, with AIIMS, New Delhi.

42. Action taken report on the AQAR of the previous year

Different committees of social relevance like – anti-ragging Cell, Cell for gender sensitization, cell for career counseling and placement was initiated and emphasis was given to guide the students to achieve their future goal. Cultural activities were given priorities to make them fill more attached to the college that will indirectly improve the attendance. Beautification of the

college compound maintenance of the medicinal garden under the supervision of Dept. of Botany Computerization of the library with Ac reading room are some of the significant activities.

43. Any other relevant information the Institution wishes to add.

SECTION C

Outcome achieved by the end of the year (Attach extra sheet if required)

Feedbacks are generally taken from the students and their guardians but IQAC advised to take feedback from teachers and members of alumni association also beside feedback from students and guardians. The IQAC emphasized on the research activities of the teachers suggested for common research laboratories, and joint research programs.

SECTION D

Plan of the College for the next year

1. To give more research facilities to the teachers so that they can carry out their individual research activities to encourage the students towards research as well as to enrich their academic excellence. 2. To encourage the teachers to propose for more research projects even joint research project. 3. To encourage the teachers to organize workshops to give hand on knowledge to the students on modern techniques.



**Name & Signature of the
Director/Coordinator, IQAC**

Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College



**Name & Signature of the
Chairperson, IQAC**

Principal
Taki Government College
P.O. - Taki, Dist. - 24 Pgs.(N)