Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**TAKI GOVERNMENT COLLEGE**
Name of the head of the Institution	**DR. BIPLAB CHATTOPADHYAY**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03217-234474**
Mobile no.	**9432082750**
Registered Email	**principal.tgov@gmail.com**
Alternate Email	**bchattopa@gmail.com**
Address	**Taki, Hasnabad, Dist : North 24 PGS (W.B), PIN - 743429**
City/Town	**TAKI**
State/UT	**West Bengal**
Pincode	**743429**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. SAUBHIK DAS**
Phone no/Alternate Phone no.	**+917980281429**
Mobile no.	**9007272894**
Registered Email	**sbhk_das@yahoo.com**
Alternate Email	**saubhik@tgc.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://tgc.ac.in/pdf/naac/AQAR-Submit-Of-Taki-Govt-College-2013-2014-2015-2016-2017.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://tgc.ac.in/images/TGC-Academic-calendar-2018-2019_merged.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**2.0**	**2018**	**26-Sep-2018**	**25-Sep-2023**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**29-Jul-2011**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Students Seminar, Dept. of English, Taki Govt. College.	07-Sep-2018 1	107
One day Seminar- Anuranan, Science Society, Topic: Science Awareness	19-Sep-2018 1	74
Interview with Eminent Author, Bengali Department, Taki Govt. College. Name of Author- Swapnamoy Chakraborty	28-Sep-2018 1	43
Invited Lecture-Sri Debanjan Mitra, Assistant Professor, Dept. of English, Mrinalini Dutta Mahavidyapith, Topic: Gothic Fiction	28-Nov-2017 1	27
Students Seminar, Dept. of Chemistry, Taki Govt. College	05-Feb-2019 1	34
Invited Lecture- Prof. Subrata Das Gupta, Retired Scientific Officer, Variable energy, Cyclotron Centre, Topic: Climate Crisis And Our Hopes- organized by Career Counselling Cell, Taki Govt. College	13-Feb-2019 1	129
Career Counselling Session on Government and Corporate Jobs; organized by Career Counselling Cell, Taki Govt. College	20-Mar-2019 1	176
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File

10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

In the post accreditation (by NAAC) period IQAC has started its endeavours towards further upliftment of the stature of the College as a whole based on the suggestions promulgated by the NAAC Peer Teams Report. Being prompted by the suggestions of IQAC, the College has takenup various initiatives, of which the prominent ones are as follows: • Development of infrastructural built: College is going to submit a IDP (Institutional development Plan) to RUSA for sanction of necessary developmental grants. Adequate attention has been given to improve the girl's hostel. College authority is taking adequate steps towards it. Installation of elevator in the Main building (G3) is also taken up to be implemented if RUSA funds are obtained. • College has established a Research Committee and IPR (Intellectual Property Rights) Cell to encourage and motivate the teaching faculty members and aspiring students towards active research so as to get them acquainted with the recent protocols for publishing research papers and articles. • Keeping in view the interest and aspiration of the local students the College has taken initiatives to introduce two new subjects, Education and Physiology, under General undergraduate course of studies. It may be noted that in undergraduate stream there has already been 13 undergraduate Honours courses and two General streams which are in operative state.

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

Plan of Action	Achivements/Outcomes
At the beginning of the academic year IQAC fixed a specific objectives to be achieved as usual 1. A follow up programmes for academic improvement of the College keeping in view the valuable suggestion of NAAC report. 2. Infrastructural development to create better environment for proper teaching learning and research activities. 3. Development of student hostel specially the girls hostel. 4. To organise more and more Departmental seminars inviting	Outcome achieved: 1. A detailed IDP (Institutional development Project) has been prepared and placed before IQAC members to be submitted to RUSA for sanction of necessary developmental grants. The report included ten developmental projects including renovation and restructuring of Girl's hostel, establishment of elevator etc. 2. Departments have regularly organised seminars lectures inviting external speakers also organised workshops

speakers from outside to enrich students with the present scenario 5. To encourage the Departments to organise more and more outreach programs to show their commitment towards social obligation.	inviting eminent personalities from management to help the students to orient their future. 3. Restructuring of the existing facilities in the most effective way to facilitate the teaching learning in best possible way.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	28-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	22-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. The College has its own website. Important notifications and information are displayed in the website. 2. The college provides email IDs to the teachers and students of the college in Gsuite and required information including important notices are disseminated through email. 3. Free wifi is provided within the stretch of college campus for the students and employees of the college.The students regularly communicate among themselves through various Social networking platforms like, Facebook, WhatsApp ans such others. Individual departments have their own Facebook and WhatsApp Groups where teachers and students communicate with each other on academic matters and class organization matters. Study materials are often send through email and whatsapp. 4. The college has an ICC (Internal Complaint Committee) comprising of staff members and students in accordance with Bishakha guidelines. The ICC aims to prevent sexual harassment and helps to maintain

a gender sensitized conducive environment in the college to uphold the characteristics of Gender Equality.
5. The college has an Antiragging cell with representatives from both students and teachers. Display boards and flexes showing contact details of members of the cell are installed at different places within college premises. Ragging in any form is strictly forbidden inside and outside the college campus and Antiragging cell ensures strict compliance with the provision of UGC regulation 2009 at the institute level. The college also has an antiragging squad under the supervision of Antiragging – cell which conducts regular visits at hostel and other places vulnerable to incidents of ragging in order to maintain a congenial environment for the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As an inclusive Collective phenomenon, Taki Government College has its own identity and is now at a distinct stage of progression. Moving ahead since 1950, the institutions had been accredited by NAAC in first cycle on 26 September 2018 it is now working with a view to improve provisions and practices. Affiliated to the West Bengal State University, the institution solemnly abides by the curriculum designed by University. While implementing curriculum through the functioning of its undergraduate departments the college aims to secure academic excellence providing them the basics of knowledge that is relevant for today and thus prepares the departments for tomorrow. Yearly academic activities are conducted according to the academic calendar of the University. University Circulars informing about changes and modifications in the curriculum are regularly displayed in the College Notice-Boards and uploaded in the College website. Teachers are always encouraged to participate in the workshops organized by the University to understand the rationale behind curricular changes wherein interactions ensure fruitful understanding of the modified syllabus. However, there remains flexibility in designing the Post Graduate curriculum. The Board of Studies takes collective decision to design the syllabus in tune with the broad guidelines of the UGC. Regarding the curricular operational part, all the departments plan and implement the curricula by dividing it into four major modules. The College prospectus and academic calendar highlight the method in which the curriculum is to be taught within stipulated time frame. The internal evaluative system of the college is structured with reference to the broad guidelines of the University. To evaluate the receptivity of the students regular class tests are conducted and additional support structures are arranged to facilitate academically weaker sections of the students, especially through remedial-coaching, student-seminars and personal interactions. This ensures assessment of awareness that does not stress-out the young minds. Practical and demonstrative teaching is

undertaken within laboratories and, at times, through excursions and educational visits. Students are often directed to use the e-resources, encouraged to make PPT presentations of term papers and dissertations, to join in the workshops on adaptation of texts in other media. Botany, Chemistry, Mathematics, English and Bengali departments have organized such seminars in which students presented papers/posters on the theme of the seminar. Regular Parent-Teachers meetings are held in order to evaluate the progress and lapses of the students, and to nurture a stronger a cohesive bonding between the stakeholders. Postgraduate Bengali and English departments arrange drama workshops and interviews with famous novelists as part of the PG course run by the institution. Students are encouraged to actively participate in seminars by giving talks, asking questions and pondering over the discussion. Increasing access to information and communication technology is a high priority of today's education strategy. Taki Government College has been successful in incorporating various technological apparatus for the purpose of better teaching and will continue to do so in future. Digitization, cataloguing and classification of the Library and linking it with the departments is one of the prominent ongoing projects.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Taki Governmental College, being a purely Governmental Institution affiliated to the West Bengal State University, all of the courses and curriculum offered by it, are jointly decided by the Department of Higher Education, Government of West Bengal	NA	31/12/2019	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	CBCS in B.A. Bengali Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. English Honours 1st & 2nd Sem.	01/07/2018

BA	CBCS in B.A. Sanskrit Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. History Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. Political Science Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. Philosophy Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Physics Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Chemistry Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Mathematics Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Botany Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Zoology Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Geography Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. General 1st & 2nd Sem	01/07/2018
BSc	CBCS in B.Sc. General 1st & 2nd Sem	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	CBCS in B.A. Bengali Honours 1st 2nd Sem.	01/07/2018
BA	CBCS in B.A. English Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. Sanskrit Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. History Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. Political Science Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. Philosophy Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Physics Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Chemistry Honours 1st & 2nd Sem.	01/07/2018

BSc	CBCS in B.Sc. Mathematics Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Botany Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Zoology Honours 1st & 2nd Sem.	01/07/2018
BSc	CBCS in B.Sc. Geography Honours 1st & 2nd Sem.	01/07/2018
BA	CBCS in B.A. General 1st & 2nd Sem	01/07/2018
BSc	CBCS in B.Sc. General 1st & 2nd Sem	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	31/12/2019	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field training organised by the Dept. of Geography. Students of UG 2nd Year visited Kalka, Shimla, Kulu, mandi, Monikaran, Manali, Rotangpass, Dalhousie, Amritswar, Himachal Pradesh and Punjab between 15.02.2019 and 26.02.2019.	42
BSc	Field training organised by the Dept.of Zoology. Students of UG 1st &2nd Year visited Bolpur, Shantiniketan, Ballavpur Forest, Ilambazaar Forest, Massanjore dam and adjoining Areas between 23.11.2018 and 27.11.2018.	25
BSc	Field training organised by the Dept. of Botany. Students of UG	12

	SEM I (Hons. and General), 3rd year General visited Bhowanipur Model Gram Panchayat2, Hasnabad, North 24 Parganas, on 14.01.2019.	
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

To ensure the developmental aspects of the institution to be inclusive and effective, Taki Government College has been practicing a feedback system accommodating all the stake holders including staff, alumni, parents and students. Feedback is collected manually at departmental and institutional level in which views on the curriculum, Classroom teaching, teaching tools and student assessment outcomes are discussed to improve the performance of individual humans and the Institution as a whole. Students from both UG, PG give feedback through Standard Questionnaire meant for Student Satisfaction Survey (SSS). Students Feedback are received on their last examination day in college like UG Test Exams and PG semester Exams for assessing varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. The 'academic' assessment points of the feedback based on the scope of syllabus, learning outcome, evaluation process, satisfaction about teaching methodology, teachers approachability towards students, Teachers ability of Syllabus coverage and use of modern tools of Pedagogy in the classroom etc. The Average and percentage weight in terms of various questions posed are calculated. The strength and weaknesses mentioned by the students through suggestions are summarized. A collective report based on Students Satisfaction Survey is presented at the teacher's council meeting by the Principal after being collated, statistically analyzed and tabulated, clarifying, if need be, for quality enhancement in teaching methodology. Observations on general trends are also made. A self appraisal is prepared by each teacher. The Principal intervenes and addresses possible areas of improvement while evaluating these with individual teachers, motivating them to look at specific areas where growth is needed. Our institution enjoys a strong and healthy association with the Alumni. A formal Alumni Feedback is conducted whenever alumni program such as Foundation Day and Alumni Meets are organized in the Institution during academic year. The Feedback from Alumni is drawn evaluating the scope of conducting various academic and social outreach program, assessing the institutional level of meeting expectation, progress of Alumni in career after graduation, impact of institutional training and motivation on learner's personality, maturity, Social Skills, ability to take decisions. As an important stake holder of this system, the parent feedback is also obtained by every department while organizing Parent Teacher Meetings (PTMs) in the college. Suggestions and comments given by the guardians are also

analyzed and taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation. To ensure the developmental aspects of the institution to be inclusive and effective, Taki Government College has been practicing a feedback system accommodating all the stake holders including staff, students, alumni and parents. Feedback is collected manually at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed to improve the performance.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (H)	206	751	167
BA	English (H)	205	610	181
BA	Sanskrit (H)	186	354	120
BA	Philosophy (H)	70	142	35
BA	History (H)	100	295	69
BA	Political Science (H)	70	179	46
BA	General	1150	3182	1128
BSc	Botany (H)	55	97	24
BSc	Chemistry (H)	55	112	35
BSc	Zoology (H)	55	308	46
BSc	Mathematics (H)	160	279	109
BSc	Physics (H)	40	62	12
BSc	Economics (H)	30	6	1
BSc	Geography (H)	60	360	42
BSc	General	80	467	75
MA	Bengali	60	71	49
MA	English	50	54	37

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	5144	167	49	0	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
49	47	9	8	3	14

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, students mentoring system is available in the institution. The students having honours or major in one subject are all mentee of all the faculty members of the respective department. They are free to discuss any academic or non academic issues with the mentor. The majority of the students getting admitted to the College come from adjoining rural and remote areas where most of them are First Generation Learners. The main hurdle for most of the students is – English medium based Under – Graduate Education in Arts and Science. The text books, references, websites are in English except for Bengali and Sanskrit. This has been one of the prime challenges the student experiences. Mentor helps the students to get training for Reading, Writing and Speaking Skills in English. Teachers set methodologies for improvement in quality education keeping in view threefold purposes – (i) To make daily class room based teaching learning practices more vibrant and catchy to the students. (ii) To make them realize their potential in creativity and innovation by virtue of being comfortable and develop closer affinity with the College. (iii) To enrich the knowledge base of the students. Along with conventional chalk and black board based teaching, over head projectors (OHP) and Computer linked LCD–projector were introduced in different departments in good numbers to make the class lectures more attractive. Several seminars and workshops have been organized on respective subjects as well as interdisciplinary aspects inviting external resource persons to enrich knowledge base of the students. Mentors arrange departmental seminars, both faculty and student, have been also organized involving the students to make them interested to their subjects and to explore their inherent talent. In practical based subjects students are trained with utmost care to develop practical skill in the subject. Excursions often help them to gain practical knowledge in an enjoyable manner. In tutorial classes students get problem sheets which is solved by combined effort of teachers and students in a friendly manner. Weaker students are provided with more detailed study matter whereas promising students are provided with problem sheets in more advanced problems. The Departments of Bengali and English often teach the students showing them films or encouraging the students to enact a play which is very much enjoyable for the students. Mentors encourage the students to interact with the society through various NSS activities like blood donation camp or visit to an old age home. As majority of the mentee come from economically or socially backward background, mentors make them free to discuss about their personal problem and seek solutions. Motivated students who are not economically affluent are encouraged to apply for several scholarships. Mentors also take care of their emotional problems and counsel them accordingly. Mentee gets idea for his future career planning from mentors. Career Counseling Cell also play pivotal role in this regard. Thus the young minds are nurtured carefully to attain knowledge in the subjects as well as shaped for responsible future citizen of our country.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5311	49	1:108

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
69	49	20	3	25

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Dean	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	3	26/03/2019	09/05/2019
BSc	BSc	3	26/03/2019	09/05/2019
MA	Bengali (P.G.)	4	17/12/2018	23/07/2019
MA	English (P.G.)	4	17/12/2018	10/05/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Choice Based Credit System has been introduced from the academic year 201819 under West Bengal State University. However the students who have admitted before 2018 would get degree under (111) system under West Bengal State university. For students under CBCS continuous evaluation process is carried on the basis of their attendance in class as well as performance in classroom. Their everyday performance is marked. For laboratory based subjects their performance in practical classes are rated accordingly. For some subjects students are allotted with project work and that work is evaluated according to power of expression, truthful depiction, skill to handle the topic, neatness, clarity of thinking, overall presentation. Hence their progress is monitored continuously. Apart from regular assessment they have to appear for a theoretical examination called mid semester examination. These marking along with marks of mid semester examination comprises internal marking in their semester result. Thus students are judged according to their merit. Teachers discuss about the mistakes with the students, as evaluated answer script showing is not allowed. Students are guided accordingly beyond the classroom. For students under (111) system the college conducts class tests and qualifying 'Test examination". Result is displayed in the notice board. Students can go through the evaluated answer scripts and discuss with the faculty members. Students are also evaluated continuously during their field trips for subjects having field work. Students are awarded prizes for their good performances in college examinations as well as University examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is a plan to train students in organized manner, so it is prepared at the beginning of session or semester. Choice based credit system has been introduced in the Institution from the academic year 201819, as well as old (111) system is also running for the students enrolled before 2018. Academic calendar is prepared for training of students of both system. It is uploaded in college website and notified in the college notice board. So

students get informed about the duration of classroom teaching in each course, holidays and other important events of the college. Students are provided with lesson plan along with academic calendar from where student gets an idea about the number of classes required to complete the course. Regular classes and completion of courses lead to qualifying "Test Examination" before appearing final University Examination under (111) system or internal assessment for CBCS. The Internal Examination Committee (IEC) of the College along with College Teachers Council finalizes exam dates according to academic calendar. PG semesters are also indicated in the Academic Calendar. PG course span and Examination span is indicated in the Academic Calendar. Various other activities for internal assessment of students like drama workshop or interview taking are regarded as included in regular class room teaching span.Class tests, Seminars by students or by resource persons are treated as extension of classroom teaching, hence not mentioned in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://tgc.ac.in/pdf/naac/AQAR-Docu-2-6-1-PO-PSO-and-CO-TGC.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGA	BA	Bengali (H)	136	128	94.1176
ENGA	BA	English (H)	103	95	92.2330
SANA	BA	Sanskrit (H)	87	56	68.2926
PHIA	BA	Philosophy (H)	6	5	83.3333
HISA	BA	History (H)	35	26	74.2857
PLSA	BA	Political Science (H)	14	8	57.1428
GEN	BA	General	804	642	79.8507
BOTA	BSc	Botany (H)	3	2	66.6666
CEMA	BSc	Chemistry (H)	20	20	100.00
ZOOA	BSc	Zoology (H)	10	10	100.00
MTMA	BSc	Mathematics (H)	56	40	71.4285
PHSA	BSc	Physics (H)	9	9	100.00
ECOA	BSc	Economics (H)	0	0	0

GEOA	BSc	Geography (H)	41	38	92.6829
GEN	BSc	General	175	163	93.1428
BENGALI PG	MA	Bengali	41	41	100.00
ENGLISH PG	MA	English	14	14	100.00

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.tgc.ac.in/pdf/iqac/Student-Satisfaction-Survey-2018-19-TGC.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	Govt.of West Bengal, Dept. of Science Technology and Biotechnology	7.42	2.38

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	31/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	31/12/2019	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	31/12/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	3	4.23
International	Zoology	2	3.48
International	Chemistry	1	2.33
International	Botany	1	4.22
International	Philosophy	3	5.95
International	English	3	0
National	Bengali	1	0
International	Geography	1	6.95

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	2
Bengali	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Studies on Protein Synthesis within a Theoretical model	Tumpa Saha Biplab Chattopadhyay	Journal of Pharmacy And Biological Sciences (IOSRJPBS)	2019	0	TAKI GOVT. COLLEGE	0
Dialectical Evolution in the Proceeds of Knowledge Development and Social Changes	Biplab Chattopadhyay	Journal of humanities and Social Sciences (IOSRJHSS)	2019	0	TAKI GOVT. COLLEGE	0
Evolution Through Cognitive processes:	Biplab Chattopadhyay	International Journal of Current Trends in	2019	0	TAKI GOVT. COLLEGE	0

Implicative assertions for Knowledge development and Social Changes		Science and Technology				
Ecological Economics and Sustainable Use of Natural Capital Stocks: A Review	Subhasree Sen Gupta	International Journal of Research and Reviews	2019	0	TAKI GOVT. COLLEGE	0
Effects of bisphenol A (BPA) on brainspecific expression of cyp19a1b gene in swimup fry of Labeo rohita.	Gupta S., Guha P., Majumder S., Pal Puja, Sen K., Chowdhury P., Chakraborty A., Panigrahi A.K., Mukherjee D.	Comparative biochemistry and physiology, Part C	2018	2	TAKI GOVT. COLLEGE	2
Review of Jadoowallahs, Jugglers and Jinns: A Magical History of India by John Zubrzycki	Ayusman Chakraborty	The Criterion	2018	0	TAKI GOVT. COLLEGE	0
Daughters of Kali and Their Untold Story: Reckoning the Absence of the Female Thugs in Colonial Thug Narratives	Ayusman Chakraborty	Middleflight	2018	0	TAKI GOVT. COLLEGE	0
Baagi or	Ayusman	Literary	2019	0	TAKI	0

Title	Author	Journal	Year		College	
Thagi? Representations of the Thugs in Some Mainstream Commercial Films	Chakraborty	Endeavour			GOVT. COLLEGE	
Dhrupodi juktibigyan ki domon mulok? Ekti naribadi onusondhan	Angana Chatterjee	Alochona Chakra	2019	0	TAKI GOVT. COLLEGE	0
Utilitarianism As the Basis For Psychiactric Ethics: A Critical Reflection	Dr. Debarati Nandy	Review of Research	2019	0	TAKI GOVT. COLLEGE	0
Trinuclear coppercadmium complexes of a N2O2donor ligand with the variation of counter anions: Structural elucidation and theoretical study on intermolecular interactions	S. Ganguly, A. Bauzá, A. Frontera and A. Ghosh	Inorganica Chimica Acta	2019	1	TAKI GOVT. COLLEGE	1
Functional conservation of CYCLOPS in crack entry legume Arachis hypogaea	Debapriya Rajlakshmi Das, Beatrix Horváth, Anindya Kundu, Péter Kaló, Maitrayee DasGupta	Plant Science	2019	0	TAKI GOVT. COLLEGE	0
Samatar	Rehana	Ebong	2019	0	TAKI	0

Dabite Mohiyosi Begum Rokeya	Khatun	Mahua			GOVT. COLLEGE	
Behavioral Pattern of Coastal MorphoDynamics of Talasari Coastal Zone, Odisha	S. Pramanik	International Journal of Scientific Research and Reviews	2018	0	TAKI GOVT. COLLEGE	0
EuthanasiaAn Assisted Suicide? (From the Perspective of Peter Singer)	Dr. Debarati Nandy	Remarking:An Analisation	2018	0	TAKI GOVT. COLLEGE	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Samatar Dabite Mohiyosi Begum Rokeya	Rehana Khatun	Ebong Mahua	2019	0	0	TAKI GOVT. COLLEGE
Studies on Protein Synthesis within a Theoretical model	Tumpa Saha Biplab Chattopadhyay	Journal of Pharmacy And Biological Sciences (IOSRJPBS)	2019	7	0	TAKI GOVT. COLLEGE
Dialectical Evolution in the Proceeds of Knowledge Development and Social Changes	Biplab Chattopadhyay	Journal of humanities and Social Sciences (IOSRJHSS)	2019	7	0	TAKI GOVT. COLLEGE
Evolution Through	Biplab Chattopadhyay	International Journal of	2019	7	0	TAKI GOVT. COLLEGE

Cognitive processes: Implicative assertions for Knowledge development and Social Changes		Current Trends in Science and Technology				
Ecological Economics and Sustainable Use of Natural Capital Stocks: A Review	Subhasree Sen Gupta	International Journal of Research and Reviews	2019	5	2	TAKI GOVT. COLLEGE
Effects of bisphenol A (BPA) on brainspecific expression of cyp19a1b gene in swimup fry of Labeo rohita.	Gupta S., Guha P., Majumder S., Pal Puja, Sen K., Chowdhury P., Chakraborty A., Panigrahi A.K., Mukherjee D.	Comparative biochemistry and physiology, Part C	2018	0	0	TAKI GOVT. COLLEGE
Review of Jadoowallahs, Jugglers and Jinns: A Magical History of India by John Zubrzycki	Ayusman Chakraborty	The Criterion	2018	0	0	TAKI GOVT. COLLEGE
Daughters of Kali and Their Untold Story: Reckoning the Absence of the Female Thugs in Colonial Thug	Ayusman Chakraborty	Middleflight	2018	0	0	TAKI GOVT. COLLEGE

Narratives						
Baagi or Thagi? Representations of the Thugs in Some Mainstream Commercial Films	Ayusman Chakraborty	Literary Endeavour	2019	0	0	TAKI GOVT. COLLEGE
Utilitarianism As the Basis For Psychiactric Ethics: A Critical Reflection	Dr. Debarati Nandy	Review of Research	2019	0	0	TAKI GOVT. COLLEGE
EuthanasiaAn Assisted Suicide? (From the Perspective of Peter Singer)	Dr. Debarati Nandy	Remarking:An Analisation	2018	0	0	TAKI GOVT. COLLEGE
Trinuclear coppercadmium complexes of a N2O2donor ligand with the variation of counter anions: Structural elucidation and theoretical study on intermolecular interactions	S. Ganguly, A. Bauzá, A. Frontera and A. Ghosh	Inorganica Chimica Acta	2019	1	1	TAKI GOVT. COLLEGE
Functional conservation of CYCLOPS in crack entry legume Arachis hypogaea	Debapriya Rajlakshmi Das, Beatrix Horváth, Anindya Kundu, Péter Kaló,	Plant Science	2019	0	0	TAKI GOVT. COLLEGE

Behavioral Pattern of Coastal MorphoDynamics of Talasari Coastal Zone, Odisha	S. Pramanik	International Journal of Scientific Research and Reviews	2018	0	0	TAKI GOVT. COLLEGE

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	5	6	1	2

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	31/12/2019	31/12/2019	NIL

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	31/12/2019	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
94	94

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	10.2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	61096	11242593	105	27422	61201	11270015
Reference	35375	12819240	27	16558	35402	12835798

Books						
e-Books	187000	5900	0	0	187000	5900
Journals	5	7730	0	0	5	7730
e-Journals	113003	5900	0	0	113003	5900
Library Automation	25000	240000	0	0	25000	240000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	31/12/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	76	13	76	3	0	12	43	4	0
Added	25	3	25	2	0	10	10	40	0
Total	101	16	101	5	0	22	53	44	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NAAC Visit at Taki Government College	http://tgc.ac.in/moving-visuals

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
15.29	1528685	78.94	7894060

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Taki Government College is directly accountable to the Govt of West Bengal (GoWB) since it provides the Basic and Recurring funding for the College in its entirety. Additionally, the College gets stipulated Academic and Infrastructural Development Grants from the UGC, India. The institution

functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Higher Education Department (HED), Government of West Bengal. The ED, in consonance with the HED, frames Educational Policies and long term planning for institutional growth and development albeit taking initiating suggests from the Institution. The HED along with the ED directly oversees the financial aspects of the Institution. All infrastructural plans and works are commissioned and executed by the PWD, as per proposals of the College authority. Within these administrative perspectives, the College has designed the procedures and policies for maintaining and utilizing its physical, academic and support facilities through the following avenues: ? The College authority generates and maintain assets within the campus. E_classrooms are set up in various departments, ICT ingredients and allied facilities are added in the regular curriculum. Installation of high speed internet and free wifi for students are done and their potential utilization are ensured. ? In order to cater to academic needs of larger fraction of students within the Semester oriented CBCS curriculum, the College operates in two shifts for optimal utilization of physical facilities. ? Computerization of library resources and cataloguing of new books is an ongoing process. New books are added to the library collection every year and processing of them are done expeditiously to make them accessible to willing readers. Reprography is available albeit complying the IPR/Copyright rules. Regular Pest Control is taken up for book preservation. Damaged books are kept in isolation and writing off the weeded out books are considered by Governing Body along with Library Committee of the College. ? Procurement, upgradation and deployment of computers and their accessories are done by utilizing the funds available as Development grants from the State Government. Annual Maintenance Contract (AMC) in respect to all the desktop computers and other valuable equipment are done. All instruments and microscopes are cleaned and calibrated annually by technical personnel. Antivirus packages are purchased regularly to keep the computers in the hassle free workable conditions. ? All irreparable/discarded electrical and electronic products are identified as e_waste and are kept in isolation to prevent accidental breakage. Recycling of all end of life useful products are encouraged. A Condemnation Committee of the College looks after proper disposal mechanism of e_waste. ? Generator connection is being facilitated at points with an aim to insure sensitive instruments against voltage fluctuations. Water Purifiers Machines for supply of clean drinking quality water and such other machines are also under annual maintenance contract.

http://tgc.ac.in/pdf/naac/AQAR-Docu-4-4-2-Procedure-Policy-Maintenance-Utilization-College-Facilities.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Adhoc Grant	40	24000
Financial Support from Other Sources			
a) National	Swami Vivekananda, Kanyasree, Minority	869	19797000
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	01/07/2018	540	Taki Govt College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling Session on Government and Corporate Jobs organized by Career Counselling Cell, Taki Govt. College on 20.03.19	67	170	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.A. History	Dept. of History, TGC	West Bengal State University	Masters (M.A.)

2019	2	B.A. Philosophy	Dept. of Philosophy, TGC	West Bengal State University	Masters (M.A.)
2019	40	B.A. Bengali	Dept. of Bengali, TGC	Dept. of Bengali (PG), TGC	Masters (M.A.)
2019	20	B.A. English	Dept. of English, TGC	Dept. of English(PG), TGC	Masters (M.A.)
2019	3	B.A. Sanskrit	Dept. of Sanskrit, TGC	West Bengal State University	Masters (M.A.)
2019	2	B.A. Pol. Sc.	Dept. of Pol. Sc., TGC	West Bengal State University	Masters (M.A.)
2019	3	B.Sc. Zoology	Dept. of Zoology, TGC	West Bengal State University	Masters (M.Sc.)
2019	5	B.Sc. Physics	Dept. of Physics, TGC	West Bengal State University	Masters (M.Sc.)
2019	6	B.Sc. Mathematics	Dept. of Mathematics, TGC	West Bengal State University	Masters (M.Sc.)
2019	5	B.Sc. Geography	Dept. of Geography, TGC	West Bengal State University	Masters (M.Sc.)
2019	7	B.Sc. Chemistry	Dept. of Chemistry, TGC	West Bengal State University	Masters (M.Sc.)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
GATE	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100m Sprint (Boys Girls)	College level	40
Discus throw (Boys Girls)	College level	10
Shot put (Boys Girls)	College level	10
Long jump (boys girls)	College level	10
1600m run (boys)	College level	10
Musical chair (girls)	College level	12

High jump (boys)	College level	8	
Teachers' Day celebration	College level	1550	
Rabindra Jayanti (Birth Anniversary of Rabindranath Tagore) celebration	College level	143	
Bhasa Divas (Langauage day) Program	College level	255	
Institution's Foundation Day Celebration	College level	2516	
Freshers Welcome	Departmental Level	122	

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	0	0	0	NOT APPLICABLE

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Council of Taki Government College always participates actively in any program of the college. They voluntarily help the newly admitted students in various collegerelated activities. Students Union of the College is constituted democratically comprising of 14 members. The office bearers of the Students Council are as follows: Patron_and_Head: Dr. Biplab Chattopadhyay (Principal), President, Vice_President, Treasurer are from Teaching Faculty. General_Secretary, Assistant_General_Secretaries, Assistant_Treasurer, Games_Secretary, Asst_Games_Secretary, Cultural_Secretary, Asst_Cultural_Secretary, Common_Room Secretary, Magazine_Secretary, Students_Health_Home_Secretary. In addition, In_Charge of different facets or Committees of Students_Council are being filled by teachers of this College for the term of the present Students Council. In_Charge of Cultural Committee, In_Charge of the Sports Committee, In_Charge of Common Room(Girls) Committee:, In_Charge of Common Room (Boys) Committee, In_Charge of Magazine Committee, In_Charge of Students Health Home Committee. The Students Council remains very active to organize various programs like 'Nabin_Baran' (Freshers Welcome), 'Teachers Day', Annual Sports Meet', Foundation Day Celebration, Ad_hoc Games Tournaments, Cultural Competition and Program, Seminars etc. At the commencement of new session, the Student Council organizes 'Nabin Baran' for welcoming newly admitted student aspirants in the fiefdom of the College, in which the senior students acknowledges the entry of fresher students in the Institution in presence of the Principal and other respected teachers. The Students' Council also organizes 'Maitri Utsav' to reinforce profound_bonding and integrity amongst the students and other stakeholders. In commemorating the Foundation Day of the College, felicitation program is organized on "Sthapana_Dibas" on 15th September every year under the guidance and

inspiration of the Principal of the College, Alumni Association and other stakeholders in which Students Council becomes active part. They maintain discipline among students in any function, celebration or programs in the college. For organizing any program, Students Council holds prior meeting and adopt a budget proposal. This provisional budget is placed before the Principal for final approval. After getting the requisite approval of the Principal, the Students Council organizes the programs with the help of other students and with the guidance of the teachers. The Students Council plays an active role in the academic and administrative activities of the College. They put forward necessary requirements of the students before the College administration and help to keep a healthy and peaceful environment, conducive for academics, within the College campus. There is representation of Students Council in the Governing Body and other such statutory bodies of the College. The Students Council also helps the financially backward students by supporting them at the time of admission or examinations by providing their admission_fees or examination_fees from the Students Council Aid_Fund. The Students Council propagates information about exam_schedules, dates of form fill_up in the College and also about various scholarships which the students can get through proper application. The Council also donates books to the poor and needy students, propagates valuable information to the students relating admission, exams, seminars, career counselling lectures etc. The Students Council plays patron_like role and acts as true companion and guide to the students of the College in general.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

79

5.4.3 – Alumni contribution during the year (in Rupees) :

50000

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Taki Government College practices decentralization and participative management: Taki Government College, being a Government Institution, remains under direct authoritative supervision of Education Directorate (ED) which exerts jurisprudence with that of Department of Higher Education (DHE), Government of West Bengal (GovtWB). Matters concerning appointments, promotions, transfers and other nonacademic aspects are regulated by the DHE, Govt of WB. The academic affairs of the college is guided by the affiliating West Bengal State Universitys (WBSU) statutory academic stipulations to the extent ratified and earmarked by the ED and the DHESTB. The Head of the Institution, the Principal, remains responsible for implementation of all academic and administrative policies of the Government. The institution practices decentralization in the sense that all academic and administrative activities are performed by delegating different tasks to different suitable

bodies like the IQAC, the Teachers' Council etc. Two practices of decentralization and participative management followed in this institution are as follows: • In order to enhance the quality of the PG courses offered in the College and to promote better administration, a PG Administrative Board has been constituted. This Board consists of representatives from both the teaching and the support staff of the College, with the Principal as the Chairperson. The board works in tandem with the PG Board of Studies. The PG courses offered are autonomous but affiliated to WBSU. The board delegates different responsibilities connected with academic and administrative activities of the PG departments to different committees, like PG Admission committee, PG Examination committee, PG Tabulation committee etc. The committees and cells are empowered to take important decisions, though such decision needs to be ratified by the PG Administrative Board. • All major academic decisions are taken only after due discussion in Teachers' Council (TC). All academic affairs are carried out by the different TC sub committees constituted by the Principal in coordination with Teachers Council Secretary (TCS). Along with the teachers, the support staff members and student representatives are also included in certain selected committees and cells. The committees and cells under TC enjoy operational autonomy in dealing with their respective issues. The Principal coordinates between the committees, cells and other sections to maintain a harmonious balance in the Institution The sub committees and cells can take and implement different important academic decisions provided such decisions are ratified by the Principal. Before implementing new projects and ideas the Principal seeks advice from different stake holders of the college including the teachers, students and support staff. Extended TC meetings are held regularly, wherein student council representatives and support staff members actively participate along with the teaching staff. Such meetings ensure participative management involving all the stakeholders of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	IQAC always strive to improve the academics and research performance and research ethics in the college. Research funding from various funding agencies like UGC, DST etc. Comes to the college. The Research Committee of the College assess project proposals prepared by the faculties and ensures timely forwardingof research projects. The Intellectual Property Right (IPR) cell at the college (est. 2017) and the departmental laboratories and instruments try to cater the needs of students and researchers. An exhaustive list of research papers published by the faculties in international and national journals testifies to the quality of teaching in this Institution.
Library, ICT and Physical Infrastructure / Instrumentation	The Library Advisory Committee is in function, consisting of the Librarian

	along with all Heads of the departments under the Chairmanship of the Principal of the College. The Library of the College caters to all teaching departments and has a wealth of almost 1, 00,000 books. The college Library utilizes Integrated Library Management System. The automated bibliographic database of the library collection is in the process of being developed with 10000 books already entered. The ILMS being used is KOHA version 10.2. 132 books worth Rs 43,980 and NLIST journals worth Rs 5,900 have been acquired in the session 201819..
Human Resource Management	The College believes in promoting a safe and efficient environ by enforcing behavioural standards. The Human Resource Management policies of the College endeavours to nourish, enhance and take to the mutual bonding among stakeholders.The basic ethical values underlying the code of conduct for teachers are care, trust, integrity and respect as depicted in college website (http://www.tgc.ac.in/images/Handbook_of_Code_of_ConductTGC.pdf). The College is committed to follow a set of enduring Core Values. These values shape the institution's Mission, Vision, and Goals, Thrust, Priority and provide the foundation for all its academic and extracurricular activities (http://tgc.ac.in/images/Institutional_Core_Values_TGC.pdf).
Industry Interaction / Collaboration	Industry Interaction / Collaboration The Career Counselling Cell and Placement Cell regularly invites various corporate bodies for workshops and seminars to orient the students with the current market scenario.The College has organised seminars like, Career Orientation in Information Technology, Career Awareness on Film Making and Script Writing etc in this session. Career Counselling Session on Government and Corporate Jobs by Zest India Academy was conducted in this session.
Admission of Students	The institution maintains complete transparency in UG and PG admission procedures. The most significant organizational change that occurred in the admission process was the introduction of online admission in college for undergraduate and postgraduate courses since 2015, to

	ensure fair, hassle free admission procedure for students. The complete admissionprocedure has been performed through online including the generation of Merit List. The selected students were also informed through SMS.
Curriculum Development	Taki Government College is affiliated to West Bengal State University (WBSU), follows the curriculum stipulated by WBSU. Teachers regularly participate in the workshops organized by the University to understand the rationale behind curricular changes. Some of the teachers of the college are members of Board of Studies of WBSU and are directly involved in curriculum development. The College runs autonomous PG Programs in Bengali and English, affiliated to WBSU. Teachers are being members of the PGBOS actively participate in development of the curriculum. The PG administrative board of the college ensures smooth functioning of the PG courses in the college.
Teaching and Learning	With the introduction of CBCS Curriculum, semester system of evaluation is being introduced. In order to ensure enhanced communication gravity between teacher and students the college offers ICT enabled classrooms with LCD projectors, laboratory demonostration with charts, models and advanced instruments. There are couple of classrooms with internet connection of required bandstay to ensure virtual classroom teaching.The College arranges for lectures by eminent scholars and also student seminars. At times, Students are taken for excursion and field visits. Career counselling seminars are conducted with the purpose of soft skill development, job opportunities, preparation for competitive exam and academic values.
Examination and Evaluation	The College follows the examination evaluation system of West Bengal State University. The final examinations are conducted by the University every year. Class tests are regularly conducted to gauge the learners' progress and prepare them for their terminal exam. College also organises mid semester examinations at every semester. The PG Examination Committee was constituted to streamline the matters related to PG examinations. Postgraduate courses in

this college enjoy academic autonomy and follow semester system. The PG Result Publication Committee deals with effective tabulation and publication of results. The evaluation of answer scripts undergoes double staged examinationinternal and external.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	In the academic session, the complete admission procedure has been performed through online including the generation of Merit List.Student database is maintained at DocumentCloud.In this academic session, the selected students were also informed through SMS. After admission to College, the student applied for registration to West Bengal State University through online procedure. Side by side, the students of this college applies for certain fellowships and stripends, like Kanyashree, Swami Vivekananda, Fellowship for minority students from different authorities through online procedure
Examination	The College follows the examination evaluation system of West Bengal State University. The final examinations are conducted by the University every year. The descriptive roll of the candidates are sent to college through electronic communication and attendance of the candidates are sent to the University on the same day through electronic communication. All internal College Examinations/Tests are conducted by a College Examination Committee withthe assistance of the faculty members. The University examination committees are entrusted with the responsibility of conducting university examinations. The support staffs of the College also play vital role to maintain the schedule for the smooth conduct of the examinations.The date of qualifying examinations have been scheduled according to Academic calendar of the college and notified well ahead in the college notice board and website. The marks obtained by students in internal examinations have been made available on the University portal.
Planning and Development	All stakeholders are consulted prior to making necessary decisions. Following decisions adopted at the

	College level, the detail project lay out is being forwarded to the Higher Education department for approval and allocation of funds. With due approval from HED, the fund is placed with Public Works Department (Electrical and Social Sector) and finally the project is implemented at college. All the above steps ensure e communication among respective departments and stakeholders. Finally, the payment is also made through electronic transfer ensuring transparency.
Administration	The emails of the faculty members and the students are made available on G suite. Free wifi facilities are available for the students, teachers and all other staff members.The entire student data are maintained at DocumentCloud and readily available for administrative purpose. Important notices are communicated to the stakeholders via emails and other social media platforms. The College website is regularly updated and modified so that it can be readily accessed to gather information about the College.
Finance and Accounts	For salary bills and other financial transactions, College office has been practicing paperlessprocess for last couple of years. In this year, all transactions like payment of salaries to staff members, payment to suppliers and other agencies outside college arebeing processed through 'IFMS', directly provided by Ministry of Finance, Govt. of West Bengal. The funds disbursed by UGC are managed through Public Fund Monitoring System (PFMS).In the session 201819 the college took initiative to apply for funding from RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) under the category Infrastructure Development Programme (IDP) to colleges [Component 9: RUSA 2.0] and the funds would be disbursed through PFMS.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2019	Since this is a Government Institution there is officially no such scope for the Administration to extend any sort of financial help towards the teaching faculty for attending conferences /workshops and towards membership fees of professional bodies	NIL	NIL	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	31/12/2019	31/12/2019	0	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
SUMMER SCHOOL IN SOCIAL SCIENCES	1	06/09/2018	27/09/2018	22
REFRESHER COURSE IN BENGALI	1	10/09/2018	01/10/2018	23
SHORT TERM COURSE IN MODERN BIOLOGY	1	06/10/2018	12/10/2018	7
REFRESHER COURSE ON THE U.N. AND THE GLOBAL	1	01/11/2018	26/11/2018	26

Course	No.	Start Date	End Date	Duration
PERSPECTIVES OF HUMAN RIGHTS				
REFRESHER COURSE IN COMPARATIVE LITERATURE	1	06/11/2018	25/11/2018	20
REFRESHER COURSE IN RESEARCH METHODOLOGY AND OUTER ANALYSIS FOR SOCIAL SCIENCES	1	14/11/2018	04/12/2018	21
SHORT TERM COURSE ON GENDER SENTISIZATION	1	14/11/2018	20/11/2018	7
ORIENTATION PROGRAMME	1	19/11/2018	18/12/2018	30
REFRESHER COURSE IN POLITICAL PHILOSOPHY: INDIAN AND WESTERN	1	25/11/2018	18/12/2018	24
REFRESHER COURSE IN MATHEMATICS	1	07/12/2018	27/12/2018	21
REFRESHER COURSE IN BIOLOGICAL SCIENCES	1	02/01/2019	22/01/2019	21
REFRESHER COURSE IN BENGALI	1	02/01/2019	22/01/2019	21
REFRSHER COURSE IN MECHANICAL ENGINEERING	1	02/01/2019	22/01/2019	21
REFRESHER COURSE IN PHILOSOPHY	1	29/01/2019	18/02/2019	21
REFRESHER COURSE IN ENGLISH	1	12/06/2019	25/06/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	3	3

6.3.5 – Welfare schemes for		
Teaching	Non-teaching	Students
• West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014 • Swasthya Sathi • Leave Travel Concession (LTC) • Facility for eLibrary • Staff Quarters • GPF loan • Festival bonus	• West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014 • Swasthya Sathi • Facility for eLibrary • Lowbudget Canteen	• Facility for e_Library, • Low_budget Canteen, • Scholarship to 40 students in the form of Ad hoc grant • Financial Support from other sources (like, KANYASHREE K2 /K3 SCHOLARSHIP, SWAMI VIVEKANADA MERIT CUM MEAN(SVMCM), SC/ST/OBC SCHOLARSHIP etc.) disbursed to 869 students • Free medical care from Students Health Home, Kolkata

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• **External Audit of the Institution:** Funds received from State Government and their Receipt and Payments Cash_Book and Ledgers are audited by the Principal Accountant General, Government of West Bengal regularly. The last audit was carried out on 16.04.2014 by the audit team of the Office of the Principal Accountant General (G_and_SS Audit) WB, Kolkata who verified all financial transactions up to March, 2014.The College have been placing repeated appeal to the authority proposing for External Audit of Accounts of College till date. The appeal is being sent to the Senior Deputy Accountant General (IC), West Bengal, Office of Principal Accountant General (Audit), West Bengal, The College contemplates that an Audit of its Accounts is in the offing , probably at the completion of FY 201920. • **Internal Audit of the Institution:** Physical verification of assets is done randomly every year. Internal Peer audit of stock books, bills are carried out by the teachers and they report to the Principal if any discrepancy is noted. Last internal audit of the departmental stock books, bills and vouchers was done in 2017. • All other gubernatorial grants obtained from UGC, DST are audited by registered Chartered Accountants and Utilization Certificate together with the Audit Report are needed to be submitted to the respective agencies within due date. Compliance to any objections raised by auditing personnel is immediately taken care of and the compliance reports are preserved in the office for future references.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Being a Government Institution, the College is governed by the financial acts and rules of the Governmentof West Bengal and is not allowed to receive funds from nongovernment bodies, individuals etc. However, the Alumni Association of	0	NA

	the College pr			

the College pr				

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	The faculty members regularly publish their research work in reputed journal or as book chapters which are peer reviewed and a form of their academic evaluation.	Yes	Each and every year at the end of academic session the faculty members are requested to submit their academic and administrative performances in a prescribed format. This can be treated as a kind of academic audit. College prepare a data sheet on the basis of information the faculty member provide
Administrative	Yes	College requests for central audit by the Government agency. Last audit were done in the year 2014.College has applied for Government audit that is yet to take place.	Yes	College carry out internal audit on regular basis involving the teachers especially after purchase. They verify and check the stock books, bills received and instrument procured etc.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Teaching learning practices need holistic approach in which parents are integral part and important stakeholder. Though we don't have any formal Parent_Teacher Association but different departments organize parent_teacher meet in their respective departments at regular interval of time. In such meetings the parents or guardians get acquainted with the performances of their wards and become aware of areas where their off_springs needed to put further efforts for improvement. The Parents/Guardians are also communicated, on

account of broader outlook pledges of the college, about the latest developments and facilities made available to the students. The Departments also get enriched with the views and valuable suggestions from the Parents and Guardians. Their suggestions are utilized to improve further an already existing teaching_learning system to make it progressively more effective.

6.5.3 – Development programmes for support staff (at least three)

Support staffs are important pillars of the college administration. The enrichment of their professional proficiency is very much essential for smooth and effective functioning of the College. Following perceived avenues are being explored to provide developing opportunity for the Institutional Support Staff. i) To improve professional proficiency of the Support Staff conglomerate, computer training courses entitled "Qualitative Improvement in Office Automation and Function" has been organized. ii) They have been trained to deal with the student's affair like online admission, registration, scholarships, distribution of mark sheets, online form fill up etc through demonstrative seminarlecture type orientation programs. iii) A training programme of office staff on public relations has been organized by the Department of Political Science. The office staffs got good exposure and were adequately trained to carry out the online financial practices through IFMS, HRMS, E_Pradan and such other financial or Human Resource management systems.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Keeping in view the valuable suggestions given by NAAC, the College has taken up prompt initiatives as underneath: • Preparatory work for application together with submission of Institutional Development Plan (IDP) for getting the Funding assistance under RUSA 2.0 was being undertaken. • Development, Renovation and Upgradation of various infrastructural built of the College including Remodeling of the College Girls Hostel is planned to be completed in the future course. • Proposal to install an Elevator in the G3 Main Building Complex of the College which is the main hub of Academic parlance. • Infrastructural development of the departments in terms of making provisions for newer instrument procurement, other laboratory and allied academic facilities as per the need of the respective departments.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	i) Students Seminar, Dept. of English, Taki Govt. College.	20/07/2018	07/09/2018	07/09/2018	107
2018	) One day Seminar Anuranan, Science	20/07/2018	19/09/2018	19/09/2018	74

	Society, Topic: Science Awareness				
2018	Interview with Eminent Author, Swapnamoy Chakraborty Bengali Department, Taki Govt. College	20/07/2018	28/09/2018	28/09/2018	43
2018	Invited LectureSri Debanjan Mitra, Assistant Professor, Dept. of English, Mrinalini Dutta Mahavidyapith, Topic: Gothic Fiction	20/07/2018	28/11/2018	28/11/2018	27
2019	Students Seminar, Dept. of Chemistry, Taki Govt. College	20/07/2018	05/02/2019	05/02/2019	34
2019	Invited Lecture Prof. Subrata Das Gupta, Retired Scientific Officer, Variable energy, Cyclotron Centre, Topic: Climate Crisis and Our Hopes organized by Career Counselling Cell, Taki Govt. College	20/07/2018	13/02/2019	13/02/2019	129
2019	Career	20/07/2018	20/03/2019	20/03/2019	176

Counselling Session on Government and Corporate Jobs organized by Career Counselling Cell, Taki Govt. College	

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	31/12/2019	31/12/2019	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NOT APPLICABLE

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	0	0	31/12/2019	0	NIL	NIL	0
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for the Principal	02/01/2018	The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral

			responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of West Bengal as in the West Bengal Service Rules (WBSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization.
Code of Conduct for Teachers	02/01/2018		Being the cadres of West Bengal Education Service, the teachers of this College should follow the code of conduct laid down in West Bengal Government Service Rules (https://wbxpress.com/westbengalservicerules). But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between

			his precepts and practice. The basic ethical values underlying the code are care, trust, integrity and respect embodying those aspects relevant to the teacher, who is entrusted with social responsibility.
Code of Conduct for Support Staff	02/01/2018		Being the employees of the Government of West Bengal, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines – i) Professional Conduct and ii) Workplace Conduct. Both are meant to ensure their accountability and sincere performance as well as to maintain the values of the constitution of India. Above all they should upkeep their overall integrity as a government employee.
Academic Research Ethics (Intellectual Property Right)	02/01/2018		Taki Government College, being an educational institution, encourages research in various fields. The teaching faculty members of the College endeavour to promote research despite fund related predicaments and other allied constraints. The Patent Act and Rules of IPR are of interest to the teachers. This Act encourages invention and defines the same as: An invention means a new product or process involving an inventive step and capable of industrial application' [S.2(1)(j) of the Patent Act 1970]
Code of Conduct for Students	02/01/2018		The codes recorded in the handbook cover all

sorts of conduct of students within the College premises and their offcampus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings. All students must deter from indulging in any and all forms of misconduct including partaking in any activity offcampus which may affect the Institute's interests and reputation substantially.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	31/12/2019	31/12/2019	0

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

i) Solid waste management Pollution is a menace to humanity. One of the sources of pollution is solid waste. Hence proper management of solid waste is of utmost importance for the healthy organization and society. This is true for each and every set up this is also true for our college, which is a big institution consisting of about two thousand persons including students, teachers, and nonteaching personnel. We manage the solid waste in our college in the following ways: 1. For recycling of solid waste creates positive elements. We vacate our washroom chambers periodically and send them by Civicservices to proximal dumping ground for consequent biofertilizing. 2. We clean up college washrooms regularly with relevant healthy chemicals. 3. We keep waste boxes in every floor of the college and in different corners of the college ground. The concerned employees properly handle them. 4. Through wallwriting, placards and posters, we undertake to create awareness among the students, teachers, employees, guardians and visitors regarding pollution from solid waste and the effective use the waste boxes. 5. We maintain the office records, library books, newspapers, students common room materials, science laboratory goods methodically and use the waste papers, materials for selling and dry leaves for fertilizers. 6. We have boys and girls hostel where kitchen wastes and dinning wastes are kept in wastebins and are periodically carried to said Civic dumping ground by municipality's Cleaning workers. ii) Ewaste management: Ewastes are kept in a separate isolated and unexposed area to prevent environmental pollution as well as allied hazards. The college administration always encourage recycling of ewaste for possible useful produce. Vendors are also appointed to recycle usable parts of discarded computer sets and others ewaste products. Buyback policy is also employed as an effective mode for managing the waste caused by appliances like photocopiers,

AC machines etc. Throwing ewaste in municipalvat is made strictly prohibited in the college. Care is taken so that toxic materials present in ewaste, like batteries, compressors of the refrigerators, and CRT monitors do not come in contact with the natural nontoxic elements. iii) Lab waste management: The main outlet for liquid waste in the campus is the Chemistry department. Waste chemicals in the chemistry laboratories are properly disposed by dissolving them in water or by keeping them separately protected in sheets. Utmost care is taken to ensure that such wastes do not mix with the general waste of the college. iv) Green practices: The college has taken certain green initiatives like planting trees in and around the corner to make the campus ecofriendly. The institute also maintains paperless office. Taki Government College is purely a government institute. The college conserves different orders, applications and other documents in hardcopy form and thus it is not entirely a paperless

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college has undertaken best practices initiatives like i)Observance of College Foundation Day through felicitation of High Performing Students in the University Examination and other Personalities to progressively enhance Academic tallness of the Institution. ii) Development of Skills of the PG (Bengali) students towards Reviewing Books and Writing of Scripts for Play. iii) Orientation of the students towards class room teaching to alleviate students dependence on private tuition. iv) Orientation of the students to develop research aptitudes and to plan their futures. v) Contribute to the Knowledge resources of Institution, neighborhood and the Community network through academic practices. vi) Organizing frequent programs on Cultural and Other Extra_Curricular Activities. vii) Measures to encourage the research aptitude of the faculty members for the benefit of the students. Details of all above stated initiatives can be found clicking in College weblink given in specified slot of 7.2.1. Two initiatives of the 'Best Practice initiatives are described hereunder: Best Practice_I: 1._Title of the Practice: Observance of College Foundation Day through felicitation of High Performing Students in the University Examination and other Personalities to progressively enhance Academic tallness of the Institution. 2._Objectives of the practice: Primarily to inspire the students of the College to perform at their best in the University examinations and thus to inculcate a healthy competition amongst the students so that they can enhance academic capabilities and thus perform better in the prospective timeline to acquire the highest_performing student_status in respective departments. Further, the acknowledgement of students high performance by the College would play as incentive_boost to motivate them to work hard for yielding their best. The objective, behind felicitating the Eminent Alumnus of the Year chosen by the Alumni Association, is to spread the urging encouragement so that the Alumni Association becomes ever bigger with inclusions of new active members and its attachment with the Academic and Development activities of the College becomes progressively stronger. 3._The context: In the educational Institutions having the stature of University, every year, successful and high performances of the passing_out students at various strata are acknowledged by giving them Certificates and added incentives in the form of Medals, Prizes, Endowment Scholarships and such other impetus in the yearly Convocation_assemblage. The Degree Colleges, though educational Institutions, do not have the privilege or the scope of organising such stipulated assemblage termed 'Convocation'. However, we, the stakeholders of Taki Government College have felt the need and significance of providing acknowledging impetus to the successful students to enhance their motivation for pursuit of academics. Thus we decided to celebrate the Foundation Day of the College collectively through organization of the 'Assemblage of

stakeholders and felicitate the successful amp High_performing Students by giving Prizes, Mementos and Certificates from the College. Felicitation of the Eminent Alumnus of the Year is being introduced with the view to enhance association of the allied stakeholders group with the developmental activities of the College. 4._The Practice: The Taki Government College had come to existence in the post independence era with the date of its foundation falling on 15 th September 1950. Since establishment, the College has traversed a long way accumulating optimistic ingredients in its stature to arrive at its present state where it eyes to scale ever newer heights for imparting inclusive education to students coming from varied socioeconomic strata and be instrumental for their upliftment. More than half of the students' conglomerate are first generation learners and need added encouragement, inspiration and attention to come up to at_par with others. Under such motivation, Taki_Govt_College started observance of Foundation Day since the year 2017 as a means to inspire and enlighten its main stakeholders the students of the College. The Foundation Day is being observed every year on the 15 th September by acknowledging academic high performance of Students of the College in the University Examination in the same year through their felicitation in line similar to the convocation assemblage practice in the Universities. High performing Students are felicitated with mementos, Books and Certificates on the day. From 2019 an extra avenue is added by start of felicitating the 'Best Alumnus of the Year' chosen by the Alumni Association of the College. The whole program is graced by eminent personalities which offers extra steer to the students for their academic pursuits. Cultural performances by students, teachers, support staffs and other stakeholders is an integral part of the program which nourishes talents of the students in performing_arts and also enhances stakeholders' bonding adding more and more to the collective might of the institution. 5._Evidence of success: There are apparently visible marks of success of the best practice 'Foundation Day celebration' in the College. The observance of Foundation Day has been a continual encouragement to the students in regards of their educational chase and creates lasting impression in terms of their career building. Immediately after the happening of the felicitation_celebration students talks about the same for the next 67 months and thus gather motivation for doing ever better in their university examinations too. And then 56 months before the next Foundation Day, students again discuss about who could be the highest marks getter in the next final University exam and thus every individual students remain charged with the sensation of being felicitated in the coming Foundation Day celebration. Students also remain sensitized throughout the year in preparing themselves for descend of the next Foundation Day Programs. Parents and guardians of the students largely attend the Foundation Day programs and they feed inspiration to their wards for registering best of their performance. The Alumni are feeling rejuvenated bonding to the college and exhibiting more and more willingness to renew and enhance their attachment to the institution which in turn is working as boost to the student community. The fact that the Foundation Day celebration is becoming more of a talking point, in the College and in the adjoining societal abundance with the passing of each year's organization of the program, is the obvious and strong evidence of success of the best practice 'Foundation Day Celebration'. 6._Problems Encountered: Apparently there have been no identifiable potential problems faced by the College in its endeavor of organizing the programs of Foundation Day celebration. However, there are certain predicaments, that are, to the best of perception, inherent to organization of such programs. Matching the time schedule of eminent personalities invited to grace the occasion sometimes become daunting task. Accumulating every possible logistic support exhaustively which are all essential for successful organization of the event poses considerable hardships. In fact, championing the total program in scheduled coherent sequence does really become a challenging task. However, he spontaneous and

whole_hearted participation of all the stakeholders, specially the Alumni, Parents, Guardians provide enough help to alleviate the mentioned small scale predicaments and the ease of organizing the program is getting enhanced in every year. 7._Resources required: The resources that are required for organization of the Foundation Day Celebration are two folds, financial and logistic support. The finances required for procuring or preparing mementos, books, certificates, invitation cards, uttariyos, file_folders, bags etc are primarily borne by the Principal Dr. Biplab Chattopadhyay with part contribution from some teaching staffs. The logistic support is entirely financed by the General_Secretary of the Alumni_Association Somenath Mukherjee who is the Chairman of the Taki_Municipality, The auditorium_hall of Municipality is also provided for the program. Thus the resources for the best practice 'Foundation_Day_celebration' are being arranged from personal contribution of people attached with the institution. Best Practice_II: 1._Title of the Practice: Development of Skills of the PG (Bengali) students towards Reviewing Books and Writing of Scripts for Play. 2._Objective of the Practice: Most of the students of Taki Government College are from remote rural areas of North 24 Parganas, where they have little scope to be exposed to the ongoing state_of_the_art Cultural Activities, which mainly take place in the State Capital or Urban areas. By incorporating such activities in the syllabus of the Bengali at the Post Graduate Level, the institute tries to enhance the aesthetic skill of the students as well as to provide an opportunity for the students to make a future endeavour in these arena to enrich the already rich heritage of Bengali as well as Indian Culture. 3._The Context: The students of the Taki_Govt_College mostly have rural background and have little scopes to nourish and flourish their creative potentials. In such contexts, Taki Government College, having autonomous status in Postgraduate courses, has incorporated two special papers in Bengali where students are to review books, interact with eminent writers, playwrights, litterateur and thereby prepare/construct play_scripts from given texts. 4._The Practice: The Post Graduate Course in Bengali (4 th Semester) has two special papers: Kathasahitya (Fiction) [4.2/1] and Natak (Drama) [4.2/2]. 5._Evidence of Success: Taki_Govt_College located in a remote area away from city teaching underprivileged students from marginal background where above career_oriented_courses works as functional skills_development for students to get allied jobs. 6._Problems_Faced: Unavailability of a fully_equipped Auditorium poses hardship for such activities. 7._Resources_Required: College needs more funds to organize such programs in enhanced frequency. [Details_Followed_in_the_Weblink]

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://tgc.ac.in/pdf/Best-Practice-Initiatives-TGC-AISHE-C-43344.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Taki Government College has been inheriting, since established immediately after independence on 15th September 1950, the pledge to provide education inclusively to the uprooted conglomerate of youth taking refuge in Indian side of Bengal together with the underprivileged lot in the surrounding region in the eastern fringe district 24 Parganas(North). The College thus constantly pursues its vision_pledge of 'Inclusive Education' to bring_up all its students at_par to be socially responsible citizens of the future so as they contribute their bits to the nation building. In its efforts to champion the vow of 'Inclusive Education' the College strives to create the pervading environment conducive for total academic growth of all the students hailing from different

socioeconomic and cultural background. College also endeavours hard to provide all required supports to the deprived sections and first_generation learner to lift them atpar with others. To mention about the institutional performance distinctive to its vision_oriented pledge of 'inclusive education', take the programs 'Intra Curriculum Support by Extra Counselling' and 'Student_support Orientations'. In the extra counselling endeavours, individual departments do organize students' seminars time to time as per need on specified topics. By judging the performance of the students, the departmental faculty members identify those students lagging behind academically from the at par level including the magnitude of lag for individual students are assessed and then such students are provided academic as well as confidence building extra coaching and counselling beyond regular class_hours so as to bring them to the atpar stratum with others. In the endeavour termed as 'student_support orientation', students are being oriented in various avenues starting from their being admitted to the College and till they finally pass out the graduation level. Immediately after admission, all the students, in different gatherings, are oriented about the menace of ragging through elaborate classroom lecture delivering programs by Anti Ragging Cell of the College and through one_to_one interaction with the members of Anti_ragging squads and various grievance redressal committees of the college. These orientations are run for the first year students. In the second year, regular seminar lectures are arranged on generalized topics for overall orientation and academic confidence_building of the students. While in third year, the students are being oriented by the Career Counselling and Placement Cell elaborately wherein renowned experts are invited to deliver orienting lectures and need_based tips for further career_building and job_hunt for the final_year students. In addition, students are being encouraged and inspired on all occasions like Foundation_day program, Teacher's day celebration, Social outreach endeavours, NSS programs and such others where they are incited by saying, "Being members of the species 'Homo Sapiens' all individual human beings (and for that matter all the students) are Second_to_None". This incitement works as potential boost to the confidence of all the students. In the above endeavours, College tries to champion the ideals of inclusive education by nourishing totalitarian development of all the students irrespective of their socioeconomic background so that all can achieve their cherished goal.

Provide the weblink of the institution
http://tgc.ac.in/pdf/naac/AQAR-Docu-7-3-1-Performance-Distinctive-to-Vision-Mission.pdf

8.Future Plans of Actions for Next Academic Year

Internal Quality Assurance Cell (IQAC) is the Motivational endeavour in the educational institutions to monitor the maintenance as well as advancement of the academic status of an Institution and also to advice the authority from time to time for further betterment of institutional stature. In Taki Government College IQAC was established to develop a quality system for conscious, consistent, catalytic and programmed action to improve the academic and administrative performance of the College. After being established, the IQAC in Taki Government College took a very pragmatic approach towards overall well_being of the Institution. IQAC identified few areas for further improvement with an eye to the qualitative and quantitative enhancement in the academic practice and its stature in the College. Such areas are: 1._Development in infrastructure: Taki Government College has submitted IDP for component 9 under RUSA_2.0 for infrastructure development. If sanctioned, the college is planning to utilize that amount in the best possible way. IQAC has envisaged several aspects that should be looked into in tune with the valuable suggestions given by NAAC peer team. Two prominent initiatives would be restructuring by vertical extension of Girls hostel, installation of an elevator, Gymnasium etc. 2.Quality initiatives which were

introduced earlier like arrangement of seminars, workshops, career guidance to the students inviting external agencies and speakers to help the students to shape their careers would be given more stress. 3._Regular feedback from all the stake holders like students, parents, teachers, supporting staff, alumni members will be taken and will be analysed on regular basis keeping parity with the previous years. 4._The Departments will be encouraged to organize outreach programs on regular basis to show the social commitment of the College. The Departments will also be encouraged to organise various social welfare program. Because imparting only bookish curricular education cannot be the only goal of an ideal educational Institute. It should aim to develop a good human being with high moral values. 5._The College will encourage the faculty members to apply for research projects to different funding agencies and also to get involved in collaborative research work. Because such activities will not only enrich the faculty members research instincts but will percolate to the student level as well. The above narrated facets of the College are the primary and major thrust areas which the IQAC would like to nourish in the future course. Besides, several other aspects like, Students attendance, Maintenance and Improvement of the existing Teaching_Learning environment, Academic Audit, Maintenance of Various Infrastructural Facilities for the overall benefit of the students will be taken care of in due course in the future timeline.