



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
1. Name of the Institution	TAKI GOVERNMENT COLLEGE
Name of the head of the Institution	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	bhattopa@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)	<a href="http://tgc.ac.in/pdf/naac/AOAR-Submit-Of-Taki-Govt-College-2013-2014-2015-2016-2017.pdf">http://tgc.ac.in/pdf/naac/AOAR-Submit-Of-Taki-Govt-College-2013-2014-2015-2016-2017.pdf</a>														
<b>4. Whether Academic Calendar prepared during the year</b>	Yes														
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://tgc.ac.in/images/TGC-Academic-Calendar-2017-18.pdf">http://tgc.ac.in/images/TGC-Academic-Calendar-2017-18.pdf</a>														
5. Accreditation Details															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No Data Entered/Not Applicable!!!</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	No Data Entered/Not Applicable!!!					
Cycle	Grade					CGPA	Year of Accreditation	Validity							
		Period From	Period To												
No Data Entered/Not Applicable!!!															
<b>6. Date of Establishment of IQAC</b>	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 Chemistry, Taki Govt. College.	09-Feb-2018 1	27
Invited Lecture-Prof. Sobhan Kumar Mukherjee, Dept. of Botany, Kalyani University, Topic: Basic Ideas about Medicinal Plants and Plant Biodiversity in India	15-Dec-2017 1	62
Invited Lecture-Dr Priyatosh Dutta, Associate Professor, Dept. of Chemistry, Ananda Mohan College Topic: The Magic Chair- A Journey in Wonderland	08-Dec-2017 1	66
Invited Lecture-Dr Abhijit De, Associate Professor, Dept. of Physics, Taki Govt. College, Topic: Concept of Physics in Optical Microscope	01-Dec-2017 1	78
Drama Workshop- From Narrative to Theatre Production - Ballygunge Antarmukh Natyagosthi, organized by Bengali Department, Taki Govt. College	16-Nov-2017 1	64
Interview with Eminent Author	11-Nov-2017 1	43
Invited Lecture-Dr Arindam Dutta, Assistant Professor, Dept. of Political Science, Taki Govt. College, Topic: Radical Student Movement, Kolkata( 1950-77)	01-Sep-2017 1	77
A seminar on Career Awareness on Film Making and Script Writing - Career Counselling Cell, Taki Govt. College in association with IIT, Basirhat, North 24Parganas.Main speakers: Mr Sounava Bose, eminent script writer and Mr Sourav Sarkar, film director.	31-Aug-2017 1	115
Invited Lecture- Dr Biplab Chattopadhyay,	11-Aug-2017 1	120

Principal, Taki Govt. College Topic: Mundane Charm of God Particles		
Students Seminar-Bengali Department, Taki Govt. College	27-Jul-2017 1	18

L::asset('/', 'public')/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status))}

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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	2018 0	0

[View Uploaded File](#)

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
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Upload latest notification of formation of IQAC	<a href="#">View Link</a>
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<b>10. Number of IQAC meetings held during the year :</b>	6
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
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Upload the minutes of meeting and action taken report	No Files Uploaded !!!
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<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

The prominent ones are as follows: As per the plan of action chalked out by for this year, initiatives promoted by IQAC were taken by the college in the following areas Most practicable and effective utilization of the existing space for proper academic and research activities. Modernization of teaching practices to make teaching more vibrant and attractive to the students. Consolidation of the feedback system of the college i.e., collection and analysis of feedback forms from different stake holders from time to time to assess the academic achievements. Initiatives were taken to inspire the faculty members towards active research, providing them adequate facilities in terms of instruments, laboratory facilities, because IQAC believe in the fact that active research endeavor adopted by the teachers will percolate to the students that will

ultimately benefit them. The teachers were encouraged to submit research projects either individually or jointly in a collaborative manner. IQAC also encouraged the faculty members to organise workshops and seminars inviting eminent speakers from other reputed Institutes also involving the students, because this effort will enable to fish out the inherent qualities of the students to research and advance thinking. Keeping in view the anticipated visit of NAAC peer team efforts were given to evaluate the overall or comprehensive achievements in few previous years.

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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	Achievements/Outcomes
<p>The major thrust areas as outlined by IQAC in the beginning of the academic year towards quality enhancement are (a) Infrastructural development for most effective utilization of the existing space to create better environment for proper teaching learning and research activities. (b) To organise more and more Departmental seminars and workshops inviting eminent speakers from outside also involving the students to enrich students with present scenario. (c) To encourage the Departments to organise more and more outreach programs to show their commitment towards social obligation. (d) To consolidate the feedback system collecting and analysing the feedback forms from different stakeholders of the college regarding academic and administrative environment of the College. (e) To inspire the faculty members of the College towards active research providing adequate facilities also encouraging them to submit projects either individually or jointly. (f) A followup program for academic improvement of the College keeping in view the expected invaluable suggestions of NAAC report.</p>	<p>In the backdrop of the outlined thrust areas The achievements were (a) Infrastructural facilities were surveyed and reallocation of spaces to address specific needs of the Departments were effected. The departments were equipped with modern teaching aids like LCD projectors to make lectures more vibrant (b) Self evaluation and assessment is the best way to judge the academic advancement . That was done enforcing feedback system more precisely. (c) The faculty members were encouraged to carryout research activities also to submit projects through infrastructural development. (d) The faculty members got involved in more and more outreach programs with active participation of the students, to show their commitment towards social obligation. (e) The faculty members enthusiastically engaged themselves to organise various seminars and workshops inviting eminent speakers from outside also involving students as speakers.</p>

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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 ?**

No

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	23-Feb-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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 and 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 sent 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</p>

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 a unique inclusive community, Taki Government College has its own identity and is now at a distinct stage of progression. Moving ahead since 1950, the institution now, at crossroads, is in the process of self assessment with a view to improving provisions and practices. Affiliated to the West Bengal State University, the institution solemnly abides by the curriculum designed by the University. While implementing curriculum through the functioning of its undergraduate departments the college aims to secure academic excellence providing them the basis 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 at the College Notice-Board and uploaded in the College website. Teachers are always encouraged to participate in the workshops organized by the University to understand the rationale behind curriculum changes. The interactions here ensure fruitful introduction of the modified syllabus. However, there remains flexibility in designing the Post Graduate curriculum. The Board of Studies takes a collective decision to design the syllabus in tune with the broad guidelines of the University. 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 structure is arranged to facilitate academically weaker sections of the students, especially through remedial-coaching 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. Bengali 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. Digitalization of the Library and linking it with all the departments is one of the major ongoing projects of the college. While all departments are equipped with desktop or laptops some 'model' classrooms are instituted with overhead projector. A good seminar hall exists which has been modernized in recent time.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Taki Government 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	31/12/2018	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	No new programmes/courses introduced during the academic year	31/12/2018
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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	No programmes in which CBCS/Elective course system implemented during the academic year.	31/12/2018

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	31/12/2018	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	Geography: UG 2nd Year For field training visited Chennai, Ooty, Mysore, Bangalore between 14.01.2018 and 25.01.2018	46
BSc	BOTANY: UG For field training visited Netar Hat, Ranchi on 16.03.2018.	12
BSc	BOTANY: UG For field training visited Acharya Jagadish Chandra Bose Indian Botanic Garden on 19.02.2018.	12
No file uploaded.		

### 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
<p>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</p>

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	1268	196
BA	ENGLISH(H)	205	650	190
BA	SANSKRIT(H)	186	508	142
BA	PHILOSOPHY(H)	70	182	31
BA	HISTORY(H)	100	273	99
BA	POLTICAL SCIENCE(H)	70	124	52
BA	GENERAL	1150	2751	1134
BSc	BOTANY(H)	55	90	23
BSc	CHEMISTRY(H)	55	157	32
BSc	ZOOLOGY(H)	55	297	46

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### 2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2017	5228	163	47	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	Number of smart classrooms	E-resources and techniques used
47	45	9	8	1	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 three-fold 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 knowledgebase 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
5391	47	1:115

## 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	47	22	0	17

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
2017	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	24/03/2018	07/05/2018
BSc	BSc	3	24/03/2018	07/05/2018
MA	Bengali (P.G.)	4	18/12/2017	05/03/2018
MA	English (P.G.)	4	18/12/2017	05/03/2018
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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 2018-19 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 2018-19, 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)	153	150	98.0392156862
ENGA	BA	ENGLISH (H)	134	132	98.57462686
SANA	BA	SANSKRIT (H)	79	77	97.468354430379
PHIA	BA	PHILOSOPHY (H)	10	10	100
HISA	BA	HISTORY (H)	60	60	100
PLSA	BA	POLITICAL SCIENCE (H)	6	6	100
GEN	BA	BA GENERAL	778	713	91.645244215938
BOTA	BSc	BOTANY (H)	7	6	85.714285714285
CEMA	BSc	CHEMISTRY (H)	35	34	97.142857142857
ZOOA	BSc	ZOOLOGY (H)	31	30	96.774193548387

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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/igac/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
Total	0	NIL	0	0

No file uploaded.

### 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	31/12/2018

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
As this is basically an undergraduate college and there is no such research funding for the College, innovation activities are under fund constraints.	NIL	NIL	31/12/2018	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	31/12/2018

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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
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NIL	0
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### 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	Chemistry	2	5.76
International	Physics	7	2.67
International	Zoology	2	1.77
International	Philosophy	1	0
International	Political Science	1	0

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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	1
Zoology	1
Mathematics	1
Physics	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
Descartes on Mind-Body Dualism: A Critique	Dr. Debarati Nandy	Edulight	2018	0	TAKI GOVT. COLLEGE	0
DNA Damage and Apoptosis Induction in Cancer Cells by Chemically Engineered Thiolated Riboflavin Gold Nanoparticle Assembly	A. Sau, S. Sanyal, K. Bera, S. Sen, A. K. Mitra, U. Pal, P. K. Chakraborty, S. Ganguly, B. Satpati, C. Das and S. Basu	ACS Applied Material Interfaces	2018	0	TAKI GOVT. COLLEGE	6
The first alternating MnII-MnIII 1D chain:	S. Ganguly, P. Kar, M. Chakraborty and A.	New Journal of Chemistry	2018	0	TAKI GOVT. COLLEGE	9



structure, magnetic properties and catalytic oxidase activities	Ghosh					
A systematic study of transverse spectra of jets at IHC energies	Bhaskar De	International Journal of Engineering Sciences Research Technology	2018	0	TAKI GOVT. COLLEGE	0
Analysing Lambda-spectra at LHC energy 2.76 tev in the light of non-extensive statistics	Bhaskar De	Open Access International Journal of Science Engineering	2018	0	TAKI GOVT. COLLEGE	0
Systematic Study of $K_0$ and $\emptyset$ -Meson Spectra with Tsallis Non-Extensive Statistics	Bhaskar De	International Journal of Scientific Research in Science Technology	2018	0	TAKI GOVT. COLLEGE	0
Metal-Insulator transition in the high pressure cubic $CaF_2$ - type structure of $CrO_2$	Sarajit Biswas	Bulletin of Material Science	2018	0	TAKI GOVT. COLLEGE	3
Charge ordering in the metal-insulator transition of V-doped $CrO_2$ in the rutile	Sarajit Biswas	Journal of Molecular Model	2018	0	TAKI GOVT. COLLEGE	4



strucrure						
Density functional study of metal to half-metal transition in the rutile vanadium dioxide VO <sub>2</sub>	Sarajit Biswas	Advanced Materials Proceedings	2018	0	TAKI GOVT. COLLEGE	0
Thomas-Fermi Model in Rindler Space	Sanchita Das, Sutapa Ghosh, and Somenath Chakrabarty	Modern Physics Letters A	2018	0	TAKI GOVT. COLLEGE	3
<a href="#">View Uploaded File</a>						

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
Descartes on Mind-Body Dualism: A Critique	Dr. Debarati Nandy	Edulight	2018	0	0	TAKI GOVT. COLLEGE
DNA Damage and Apoptosis Induction in Cancer Cells by Chemically Engineered Thiolated Riboflavin Gold Nanoparticle Assembly	A. Sau, S. Sanyal, K. Bera, S. Sen, A. K. Mitra, U. Pal, P. K. Chakraborty, S. Ganguly, B. Satpati, C. Das and S. Basu	ACS Applied Material Interfaces	2018	1	6	TAKI GOVT. COLLEGE
The first alternating Mn <sup>II</sup> -Mn <sup>III</sup> 1D chain: structure, magnetic properties and catalytic oxidase	S. Ganguly, P. Kar, M. Chakraborty and A. Ghosh	New Journal of Chemistry	2018	1	9	TAKI GOVT. COLLEGE

activities						
A systematic study of transverse spectra of jets at IHC energies	Bhaskar De	International Journal of Engineering Sciences Research Technology	2018	7	0	TAKI GOVT. COLLEGE
Analysing Lambda-spectra at LHC energy 2.76 tev in the light of non-extensive statistics	Bhaskar De	Open Access International Journal of Science Engineering	2018	7	0	TAKI GOVT. COLLEGE
Systematic Study of $K_0$ and $\emptyset$ -Meson Spectra with Tsallis Non-Extensive Statistics	Bhaskar De	International Journal of Scientific Research in Science Technology	2018	7	0	TAKI GOVT. COLLEGE
Metal-Insulator transition in the high pressure cubic $CaF_2$ - type structure of $CrO_2$	Sarajit Biswas	Bulletin of Material Science	2018	3	3	TAKI GOVT. COLLEGE
Charge ordering in the metal-insulator transition of V-doped $CrO_2$ in the rutile structure	Sarajit Biswas	Journal of Molecular Model	2018	3	4	TAKI GOVT. COLLEGE
Density functional study of metal to half-metal	Sarajit Biswas	Advanced Materials Proceedings	2018	3	0	TAKI GOVT. COLLEGE

transition in the rutile vanadium dioxide VO <sub>2</sub>						
Thomas-Fermi Model in Rindler Space	Sanchita Das, Sutapa Ghosh, and Somenath Chakrabarty	Modern Physics Letters A,	2018	0	2	TAKI GOVT. COLLEGE
<a href="#">View Uploaded File</a>						

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

Number of Faculty	International	National	State	Local
Presented papers	1	3	2	0
<a href="#">View Uploaded File</a>				

### 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
Tree planting	NSS	18	52
<a href="#">View File</a>			

#### 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
<a href="#">View File</a>			

#### 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 activities	Number of students participated in such activities
Campaign Eksaath: Child Marriage and Female Education	Gender Sensitisation and Sexual Harassment Protection Comm.in collab.with Centre for Care of Tortured Victims Lalona	Gender Sensitisation Awareness	18	133
Anti-Ragging	Anti-Ragging	Anti-Ragging	10	72

Awareness	Comm.in collab.with Sub-Divisional Legal Services Comm,Basirhat	Awareness		
<a href="#">View File</a>				

### 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
<a href="#">View File</a>			

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	31/12/2018	31/12/2018	NIL
<a href="#">View File</a>					

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	31/12/2018	NIL	0
<a href="#">View File</a>			

## 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
51	51

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 partially)	Version	Year of automation
KOHA	Partially	10.2	2016

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	60037	10842598	1059	399995	61096	11242593
Reference Books	34963	12719240	412	100000	35375	12819240
e-Journals	0	0	113003	5900	113003	5900
Library Automation	15000	120000	10000	120000	25000	240000
No file uploaded.						

### 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	31/12/2018
No file uploaded.			

## 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	0	0	0	0	0	0	0	0	0
Total	76	13	76	3	0	12	43	4	0

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

4 MBPS/ GBPS
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### 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
NIL	NIL

## 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 incurred on maintenance of physical facilities
37.52	37.52	13.39	13.39

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 Government of West Bengal as the State Government provides the basic and recurring funding of the College in its entirety. Additionally the College also gets stipulated Academic and Infrastructural Development Grants from the University Grants Commission (UGC). It functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Department of Higher Education, Science Technology and Biotechnology (DHESTB), Government of West Bengal. The ED, in consonance with the DHESTB, frames Educational Policies and long-term planning for institutional growth and development albeit taking initiating suggests from the Institution. The DHESTB along with 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 physical, academic and support facilities.

- The College authority is careful in creation and maintenance of physical assets within the campus. E-classrooms have been set up in various departments and other ICT ingredients and facilities into the regular curriculum are infused. Installation of high-speed internet facility in the College are ensured to extend its potential use throughout the campus.
- In order to cater to the academic needs of a large number of students within the Semesterized CBCS curriculum, the College operates in two shifts and thereby optimal utilization of physical facilities are ensured.
- Computerization of library resources and process of accessioning and cataloguing of new books is an ongoing process. New books are purchased keeping in mind the effectiveness of existing collection and processing works for new books are done expeditiously to make them accessible. Reprography is available while keeping in mind the IPR/Copyright rules and the condition of the book title. Regular Pest Control is used for book preservation. Badly damaged books are kept apart in isolated areas of Library. The power of writing off weeded out books rests with the Governing Body of the College.
- Procurement, upgradation and deployment of computers and their accessories are done by utilizing the funds available under Equipment grants received from the State Govt. under Plan head and from UGC under 'Additional Grant for equipment'. Annual Maintenance Contract (AMC) is done with respect to all computing machines, instruments and other such mechanical assets. All instruments, digital instruments and microscopes are cleaned and calibrated annually by technical personnel from the manufacturers. Anti-virus packages are purchased regularly to keep the computing machines in optimal conditions.
- All irreparable/discarded electrical and electronic products are identified as e-waste and are kept in isolated, unexposed areas 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 points are distributed with an aim to insure the sensitive instruments against voltage fluctuations. Water Treatment Plant (WTP) for supply of water free from iron and hazardous elements also caters to maintenance of instruments.

<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	NIL	0	0
Financial Support from Other Sources			
a) National	Swami Vivekananda, Kanyasree, Minority	760	16980000
b) International	NIL	0	0
No file uploaded.			

### 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 implementation	Number of students enrolled	Agencies involved
NIL	31/12/2018	0	NIL
No file uploaded.			

### 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 passed in the comp. exam	Number of students placed
2018	NIL	0	0	0	0
No file uploaded.					

### 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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
No file uploaded.					

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

Year	Number of students enrolling into	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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	higher education				
2018	3	B.A. History	Dept. of History, TGC	West Bengal State University	Masters (M.A.)
2018	2	B.A. Philosophy	Dept. of Philosophy, TGC	West Bengal State University	Masters (M.A.)
2018	40	B.A. Bengali	Dept. of Bengali, TGC	Dept. of Bengali (PG), TGC	Masters (M.A.)
2018	20	B.A. English	Dept. of English, TGC	Dept. of English (PG), TGC	Masters (M.A.)
2018	2	B.A. Sanskrit	Dept. of Sanskrit, TGC	West Bengal State University	Masters (M.A.)
2018	3	B.A. Pol. Sc.	Dept. of Pol. Sc., TGC	West Bengal State University	Masters (M.A.)
2018	2	B.Sc. Zoology	Dept. of Zoology, TGC	West Bengal State University	Masters (M.Sc.)
2018	4	B.Sc. Physics	Dept. of Physics, TGC	West Bengal State University	Masters (M.Sc.)
2018	8	B.Sc. Mathematics	Dept. of Mathematics, TGC	West Bengal State University	Masters (M.Sc.)
2018	5	B.Sc. Geography	Dept. of Geography, TGC	West Bengal State University	Masters (M.Sc.)
No file uploaded.					

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	0
No file uploaded.	

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	11
1600m run (boys)	College level	12
Musical chair (girls)	College level	12



High jump (boys)	College level	8
Teachers' Day celebration	College level	1538
Rabindra Jayanti (Birth Anniversary of Rabindranath Tagore) celebration	College level	147
Bhasa Divas (Language day) Program	College level	248
No file uploaded.		

### 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	NIL	NOT APPLICABLE
No file uploaded.						

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 college related 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:

74

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

50000

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

### 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 practises 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
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 was conducted in this session.
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 forwarding of 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.

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\\_Conduct-TGC.pdf](http://www.tgc.ac.in/images/Handbook_of_Code_of_Conduct-TGC.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 extra-curricular activities ([http://tgc.ac.in/images/Institutional\\_Core\\_Values\\_TGC.pdf](http://tgc.ac.in/images/Institutional_Core_Values_TGC.pdf)).

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.

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 admission procedure 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

In order to ensure enhanced communication gravity between teacher and students the college offers ICT enabled classrooms with LCD projectors, laboratory demonstration 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 examination-internal and external.

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

E-governance 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 stipends, 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 with the 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 e-mails 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 e-mails 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 paperless process 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 are being processed through 'IFMS', directly provided by Ministry of Finance, Govt. of West Bengal.

### 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
2018	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

[View File](#)

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)
2018	Taki Government College is under the aegis of the DHESTB, Government of West Bengal hence, there is no scope to organize programmes of such kind.	NIL	31/12/2018	31/12/2018	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
REFRESHER COURSE IN LIFE SCIENCE	1	06/07/2017	26/07/2017	21
ORIENTATION PROGRAMME	1	21/08/2017	18/09/2017	29
WINTER SCHOOL 2017: LITERATURE AND OTHER ARTS	1	06/11/2017	25/11/2017	20
REFRESHER COURSE ON RECENT ADVANCES IN CHEMISTRY	1	02/01/2018	24/01/2018	23
WINTER SCHOOL IN ENVIORNMENTAL SCIENCE AND EARTH SCIENCE	1	31/01/2018	19/02/2018	20
REFRESHER	1	15/02/2018	09/03/2018	23



COURSE IN WOMEN STUDIES			
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014</li> <li>• Swasthya Sathi</li> <li>• Leave Travel Concession (LTC)</li> <li>• Facility for e-Library</li> <li>• Staff Quarters</li> <li>• GPF loan</li> <li>• Festival bonus</li> </ul>	<ul style="list-style-type: none"> <li>• West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014</li> <li>• Swasthya Sathi</li> <li>• Facility for e-Library</li> <li>• Low-budget Canteen</li> </ul>	<ul style="list-style-type: none"> <li>• Facility for e-Library,</li> <li>• Low-budget Canteen,</li> <li>• Financial Support from other sources (like, KANYASHREE K2 /K3 SCHOLARSHIP, SWAMI VIVEKANADA MERIT CUM MEAN(SVMCM), SC/ST/OBC SCHOLARSHIP etc.)</li> <li>• Free medical care from Students Health Home, Kolkata</li> </ul>

**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 2018-19. • **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	0	NA

financial acts and rules of the Government of West Bengal and is not allowed to receive funds from non-government bodies, individuals etc. However, the Alumni Association of 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)

Not yet accredited by NAAC.

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
2017	Students Seminar- Bengali Department, Taki Govt. College	06/02/2017	27/07/2017	27/07/2017	18
2017	Invited Lecture- Dr BiplabChatto padhyay, Principal, Taki Govt. College	06/02/2017	11/08/2017	11/08/2017	120

	Topic: Mundane Charm of God Particles				
2017	A seminar on Career Awareness on Film Making and Script Writing -Career Counselling Cell, Taki Govt. College in association with IIT, Basirhat, North 24Parg anas.Main speakers: Mr Sounava Bose, eminent script writer and Mr Sourav Sarkar, film director	06/02/2017	31/08/2017	31/08/2017	115
2017	Invited Lecture-Dr Arindam Dutta, Assistant Professor, Dept. of Political Science, Taki Govt. College, Topic: Radical Student Movement, Kolkata( 1950-77)	06/02/2017	01/09/2017	01/09/2017	77
2017	Interview with Eminent Author - Mr Procheta Gupta ,organized by ,Bengali Department, Taki Govt. College	11/09/2017	11/11/2017	11/11/2017	43

2017	Drama Workshop-" From Narrative to Theatre Production"- Ballygunge Antarmukh Natyagosthi, organized by Bengali Department, Taki Govt. College	11/09/2017	16/11/2017	16/11/2017	64
2017	Invited Lecture-Dr Abhijit De, Associate Professor, Dept. of Physics, Taki Govt. College, Topic: Concept of Physics in Optical Microscope	11/09/2017	01/12/2017	01/12/2017	78
2017	Invited Lecture-Dr P PriyatoshDutta, Associate Professor, Dept. of Chemistry, Ananda Mohan College Topic: The Magic Chair- A Journey in Wonderland	11/09/2017	08/12/2017	08/12/2017	66
2017	Invited Lecture-Prof. Sobhan Kumar Mukherjee, Dept. of Botany, Kalyani University, Topic: Basic Ideas about Medicinal Plants and Plant Biodiversity in India	11/09/2017	15/12/2017	15/12/2017	62

2018	Students Seminar, Dept. of Chemistry, Taki Govt. College.	11/09/2017	09/02/2018	09/02/2018	27
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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
Child Marriage and Female Education	04/09/2017	04/09/2017	86	65

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
2017	0	1	18/08/2017	1	Department of Geography of Taki Government College organized a campaign on 'SAVE ICCHAMATI' for public awareness on at	to develop awareness about the need of maintaining cleanliness and purity of the water of the river Icchamati	65

					Taki Municipality Area.		
2017	0	1	15/12/2017	1	Department of Botany organized an awareness campaign on harmful effects of application of pesticides and colours on vegetables at adjoining areas of Taki, Hasnabad. The title of the campaign was SAVE YOUR HEALTH ENVIRONMENT .	to aware the vegetable cultivators of the locality about the ill effects of using harmful pesticides and colours also the ways and means of the proper vegetable cultivation.	62

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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 Students	02/01/2018	The codes recorded in the handbook cover all sorts of conduct of students within the College premises and their off-campus 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 off-campus which may affect the Institute's interests and reputation substantially.
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 organisation.
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 ( <a href="https://wbxpress.com/west-bengal-service-rules">https://wbxpress.com/west-bengal-service-rules</a> ). 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



		<p>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.</p>
Code of Conduct for Support Staff	02/01/2018	<p>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 an government employee.</p>
Academic Research Ethics (Intellectual Property Right)	02/01/2018	<p>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</p>

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]

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	31/12/2018	31/12/2018	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 non-teaching 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 waste-bins and are periodically carried to said Civic dumping ground by municipality's Cleaning workers. ii) E-wastemanagement: E-wastes 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 e-waste for possible useful produce. Vendors are also appointed to recycle usable parts of discarded computer sets and others e-waste products. Buyback policy is also employed as an effective mode for managing the waste caused by appliances like photocopiers, AC machines etc. Throwing e-waste in municipal vat is made strictly prohibited in the college. Care is taken so that toxic materials present in e-waste, 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 Eco-friendly. The institute also maintains paperless office. THIS College is purely a government institute. The college conserves different orders, applications and other documents in hard copy form and thus it is not entirely a paperless office.

## 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<sup>th</sup> 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. 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 talk about the same for the next 6-7 months and thus gather motivation for doing ever better in their university examinations too. And then 5-6 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 student remains charged with the sensation of being felicitated in the coming Foundation Day celebration. Students also remain sensitized throughout the year in preparing themselves for 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 a 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 a 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 a scheduled coherent sequence does really become a challenging task. However, the 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 has taken ample initiatives in the previous years for the betterment of the academic and administrative atmosphere of the College. Those activities are to be evaluated and accredited by the NAAC in near future. IQAC has visualized the future challenges and areas to be emphasized specially the space problem, and chalked out the measures for better and suitable utilization of existing space keeping in view a large influx of students in each and every year. IQAC has also decided to implement the suggestions to be given by NAAC. IQAC has felt the necessity to introduce new subject of studies keeping in view the aspiration and interest of the students of the surrounding regions. IQAC has also realised the necessity to provide more and more research facilities to motivate the students mindset towards research activities.