



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	TAKI GOVERNMENT COLLEGE
Name of the head of the Institution	Dr. Manjusree Mukhopadhyay
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03217234474
Mobile no.	9477457583
Registered Email	principal1950tgc@gmail.com
Alternate Email	postbox.manjusree@gmail.com
Address	Taki, Hasnabad, Dist: North 24 Parganas, West Bengal, 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)	https://www.tgc.ac.in/pdf/naac/AOAR_18-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.tgc.ac.in/images/TGC-Academic-calendar-2019-2020_merged.pdf

5. Accrediation Details

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

6. Date of Establishment of IQAC	29-Jul-2011
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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
student feedback	24-Feb-2020	200

collection and analysis	12	
Career Awareness Camp by Sudha Infosys organized by Career Counseling and Placement Cell, Taki government College, Speaker: Birendra Ranjan Mazumder, CEO, Sudha Infosys.	19-Feb-2020 1	80
Invited lecture on	21-Jan-2020 1	48
Career Awareness camp by Bengal Skill Development Centre supported by IIITWB organized by Career Counseling and Placement Cell, Taki Government College.	16-Jan-2020 1	77
IQAC meeting	07-Jan-2020 1	6
College Foundation Day Celebration and Cultural Programme	15-Sep-2019 1	450
Workshop on	30-Aug-2019 1	70
Seminar organized by career counseling and placement cell, Taki Government College. Topic	08-Aug-2019 1	102
IQAC meeting	22-Jul-2019 1	6
Interactive session with the novelist Kinnar Roy	03-Jul-2019 1	51
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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
Taki Government College	Development Grant	CG Branch, Govt. of West Bengal	2020 365	3810000
Taki Government College	RUSA 2.0	RUSA. Higher Education Department, Govt. of West Bengal	2019 365	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
<ul style="list-style-type: none"> • Seminars aimed at Career options and contemporary issues were organized by Career Counselling cell and different departments under the supervision and mentoring of IQAC. • IQAC made an arrangement for obtaining feedback mechanism from students as well as student satisfaction survey • Initiative to implement Proenvironmental projects through RUSA, like ongrid Solar PV Power Plant. • Initiative for renovation work at the age old College building and procurement of valuable instruments in connection with changing curricular structure in CBCS.

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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
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Plan of Action	Achivements/Outcomes
To organize more and more Departmental seminar inviting external speakers to acquaint students with newer and frontier areas of research.	A total of 15 projects were identified in the DPR, of which few items like Installation of sound-proof diesel generator in the main campus, ongrid solar PV power plant, renovation work of the department of Geography and other allied works, procurement of high-end laboratory equipments were given priority and decided to be considered under first installment.A project monitoring unit (PMU) was formed to supervise and monitor the progress of implementation of the projects. Due to Covid pandemic and Lock-down situation since 16.03.2020, very little progress was achieved. The initiatives were resumed again in the month of June

	2020, like listing of departmental requirement of Instruments, quotations for elevator in the main campus, inviting quotations for instruments from vendors etc.
Renovation of students hostel, specially girl's hostel, geography Department.	A detailed project report (DPR) was submitted after approval of the grant. An amount of Rs. 1 crore as first Installment was sanctioned on 12.02.2020.
Procurement of high-end instruments as required by the Departments to enrich overall teaching - learning practices, attract the students towards active high quality research.	A grant of Rs. 2 crore was sanctioned under RUSA 2.0 component 9.
Infrastructure development to facilitate proper teaching learning and research activities.	A detailed Infrastructure development Plan (IDP) was submitted online to RUSA for sanction of necessary grant.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	28-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	28-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. College has its own informative website in which general notifications and information are shared. 2. Free wifi system are available within short stretch of college premises for the students and the faculty members to enrich their knowledge with webbased information as well as for electronic communication. 3. Each and every Department has their own Whatsapp groups through which the teacher and students communicate with each other on academic matters. 4. College has an

Internal Complaint Committee (ICC) following the Bishakha guideline. The objectives of ICC are to prevent sexual harassment and to maintain gender sensitized conducive environment, to uphold gender equality. 5. The college has an antiragging cell comprising both students and teachers. The antiragging cell ensures strict compliance with the provisions of UGC regulation 2009 at the Institution level, conduct regular visit at hostel and other places to maintain congenial atmosphere for study. 6. The college has installed a software module at College Website termed as "Online Teaching Learning and Assessment" for students of different disciplines at Taki Govt College to facilitate preparedness of students in the lock down period. All the students were provided access to this subject as well as paper specific module as per University Curriculum.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

As an intellectual community of uniqueness with a philosophy of inclusion, Taki Government College has established its own identity since its inception in 1950. The College is passing through a distinct stage of its development involving a process of improving provisions and practices. The Institution has been accredited by NAAC in First Cycle on 26th September 2018. Affiliated to West Bengal State University (W.B.S.U.), the Institute solemnly abides by the curriculum designed by the parent University. While implementing the curriculum through the functioning of its Undergraduate departments, the college aims to secure academic excellence while providing the students with a solid base of knowledge that is necessary for the 21st century world. Yearly academic activities are conducted according to the academic calendar published by W.B.S.U. Relevant University circulars are regularly displayed at the College Notice Board, uploaded in the College Website and communicated to the students through various whatsapp groups in this pandemic period. Teachers participate in the Workshops organized by the University to understand the rationale behind the changes in curricula. Thus, the teacher-student interactions in the college ensure a fruitful implementation of a modified curriculum. However, there is flexibility in designing the Postgraduate Curricula. The Board of Studies (B.O.S.) for the respective Postgraduate Programmes of Bengali and English Departments take collective decisions to design the syllabi in tune with the broad guidelines of the University. Regarding the operational part, all departments plan and implement the curricula by dividing them into four major modules. The College Prospectus and the Academic Calendar highlight the method in which the curricula are to be taught within the 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 students, especially through remedial and personal interactions. This ensures assessment of awareness but does not stress the young minds. Practical and demonstrative teaching is undertaken in laboratories and, at times, through excursions and educational visits. Students are often directed to use e-resources, encouraged to make PPT presentations of term papers and dissertations, to join the workshops on adaptations 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. Postgraduate Bengali and English Departments arrange Drama Workshops and interviews with eminent novelists as part of the PG Programme run by the Institution. Students are encouraged to actively participate in Seminars by giving talks, asking questions and pondering over the discussions. Regular Parent-Teacher meetings are held in order to assess the progress and lapses of the students. The College has been successful in adapting various cutting edge Information and Communication technologies for the purpose of better teaching and outreach. Digitization, Cataloguing, and Classification of the College Library and linking it with the Departments is one of the prominent ongoing projects.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Not Applicable	NA	Nil	00	NA	NA
Taki Government College, being a Purely Governmental Institution affiliated to the West Bengal State University, all The courses and Curriculum offered by it, are jointly decided by the Department of Higher Education, Government Wes					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	CBCS in B.A. Bengali Honours 1st, 2nd, 3rd, 4th Sem.	01/07/2018
BA	CBCS in B.A. English Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BA	CBCS in B.A. Sanskrit Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BA	CBCS in B.A. History Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BA	CBCS in B.A. Political Science Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BA	CBCS in B.A. Philosophy Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. Physics Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. Chemistry Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. Mathematics Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. Botany Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. Zoology Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. Geography Honours 1st, 2nd, 3rd, 4th Sem	01/07/2018
BA	CBCS in B.A. General 1st, 2nd, 3rd, 4th Sem	01/07/2018
BSc	CBCS in B.Sc. General 1st, 2nd, 3rd, 4th Sem	01/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
00	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field training (duration of ten days; from 17.01.2020 to 26.01.2020) organized by Department of Geography to Kalimpong Municipality to study the relationship between physical and socio-cultural factors. Geography 5th Semester students	33
BSc	For field training visited Ayodhya Hills and adjoining areas in Purulia District West Bengal between 16.11.2019 and 19.11.2019. Zoology 1st Semester Students.	25
BSc	For field training visited Department of Sericulture, Dinabandhu Andrews College, Kolkata for first hand training in Sericulture as a part of Skill Enhancement Course in Sericulture on 02.12.2019 Zoology 3rd semester students	34
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Taki Government College has been using a feedback mechanism that includes all

stakeholders, including employees, alumni, parents, and students, to ensure that the institutions developmental features are inclusive and effective. Feedback is manually collected at the departmental and institutional levels on the curriculum, classroom instruction, teaching materials, and student assessment outcomes and analyzed for the betterment of the academic standard of the institution as a whole. Students from both UG and PG levels provide input via a Standard Questionnaire designed for a Student Satisfaction Survey (SSS). Students provide feedback on their final semester on different facets of college, such as location, office, canteen, laboratory, library, administration, and academics. The academic assessment points of feedback are based on the scope of the syllabus, learning outcomes, evaluation process, satisfaction with teaching methodology, teacher approachability for the students, teacher ability to cover the syllabus, use of modern pedagogical tools in the classroom, and so on. The Average and percentage weight in terms of various questions posed are calculated after being collated, statistically analyzed and tabulated. The strength and weaknesses mentioned by the students through suggestions are summarized. The feedback report were shared with the faculty members of all the departments and was also discussed in specific meetings with the IQAC and the Principal. The Feedback forms were reviewed by the IQAC and certain changes were suggested so that precise quantitative and qualitative data feedback can be received from the students who will be enrolled in the coming session. Each teacher prepares and maintains a self-appraisal on a regular basis. The principal addresses potential areas for improvement while assessing the feedbacks and self-appraisals with individual teachers, advising them to focus on specific areas where growth is required. Our institution has a strong and healthy relationship with its alumni. Throughout the academic year, whenever alumni events such as Foundation Day and Alumni Meets are held at the institution, a formal Alumni Feedback is conducted. The feedback from alumni is gathered in order to evaluate the extent of various academic and social outreach programmes, as well as to analyse the institutional level of meeting expectations and the progress of the programme. As an important stakeholder in this system, every department obtains parent feedback while scheduling Parent Teacher Meetings (PTMs) in the college. Suggestions and opinions from the guardians are also reviewed and considered for future growth. The colleges strengths are also taken into account for future enhancements in all arenas.

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	B.A. BENGALI (H)	216	750	207
BA	B.A. ENGLISH(H)	216	618	173
BA	B.A. SANSKRIT(H)	195	420	141
BA	B.A. PHILOSOPHY(H)	74	175	33
BA	B.A. HISTORY(H)	105	436	99
BA	B.A. POLITICAL	74	194	70

	SCIENCE (H)			
BA	B.A. (GENERAL)	1160	3459	1065
BSc	B.Sc. BOTANY (H)	58	56	16
BSc	B.Sc. CHEMISTRY (H)	58	117	28
BSc	B.Sc. ZOOLOGY (H)	58	270	45
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	5785	142	59	Nil	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
59	57	15	9	2	14

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Yes, students mentoring system is available in the institution. All the departmental teachers are mentors of the students who are taking major in that particular subject. They are free to discuss any academic or non academic issues with the mentor. The mentors help them to grasp subject and as a part of that teachers provide training to the students to develop good skill in English as the subject is taught in English. Students coming from remote rural areas and being first generation learners find difficulty to express their understanding in English. Teachers make daily class room based teaching learning practices more vibrant and catchy to the students. They make them realize their potential in creativity and innovation by proper mentoring. Elaborate discussions within and beyond the class room enables the students to enrich their knowledge base. 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. Seminars and workshops have been organized on respective subjects as well as interdisciplinary aspects inviting external resource persons to enrich knowledgebase of the students. Departmental seminars, have been also organized where the students deliver lecture to make them interested to their subject. 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. As the majority of the mentee come from economically or socially backward background, mentors make them free to discuss about their personal problem and seek solutions. Mentors arrange for scholarships for the needy students. Mentors also take care of their emotional problems and

counsel them accordingly. Mentors also help them to get idea their future career planning. Career Counseling Cell also play pivotal role in this regard. Thus the future citizens of the country are nurtured with utmost care so that their young minds are shaped properly.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5927	59	1:100

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	59	10	14	29

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
Nil	NOT APPLICABLE	Nil	NOT APPLICABLE

[View File](#)

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
MA	MA ENGLISH (P.G.)	SEMESTER IV	01/07/2019	02/09/2019
MA	MA BENGALI (P.G.)	SEMESTER IV	01/07/2019	10/12/2019
BSc	BSC	PART III	13/10/2020	27/10/2020
BA	BA	PART III	13/10/2020	27/10/2020

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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. The students who have admitted before 2018 have got degree under (111) system under West Bengal State university. For continuous internal evaluation students under CBCS students are assessed on the basis of their attendance in class as well as performance in classroom. They are marked for everyday performance. For laboratory based subjects their performances in practical classes are rated accordingly. For some subjects students are allotted with project work. Expression, objective discussion, delivery of the topic, neatness of presentation and clarity of thinking are the criteria to assess the project work. 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. The teachers help the students to understand their mistakes

and guide them for further improvement. 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 prepared at the beginning of session or semester to give an overview of the academic events going to be held in the session. 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 systems. It is uploaded in college website and notified in the college notice board. 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. The Internal Examination Committee (IEC) of the College along with Teachers' Council of the college 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. Seminars by students or by resource persons are regarded 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/AOAR-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
ZOOA	BSc	ZOOLOGY HONOURS	14	14	100
CEMA	BSc	CHEMISTRY HONOURS	9	9	100
BOTA	BSc	BOTANY HONOURS	4	4	100
GEN	BA	BA GENERAL	924	898	97.19
PLSA	BA	POLITICAL SCIENCE HONOURS	11	11	100
HISA	BA	HISTORY HONOURS	57	57	100
PHIA	BA	PHILOSOPHY HONOURS	9	9	100
SANA	BA	SANSKRIT HONOURS	49	49	100
ENGA	BA	ENGLISH HONOURS	93	93	100

BNGA	BA	BENGALI HONOURS	139	137	98.56
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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)

https://www.tgc.ac.in/pdf/igac/Student_Satisfaction_Survey_2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NA	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Ethics and IPR issues in Biotechnology	IPR committee of Taki Govt. College	02/12/2019
Genesis of the IPR regimes and its different arenas	IPR committee of Taki Govt. College	02/03/2020

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
NILLL	Nil	Nil	Nil	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	Nil
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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
0	Nil

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)
National	Department of Botany	1	1.1
National	Department of Economics	1	0
International	Department of Chemistry	2	3.59
International	Department of Economics	1	0
International	Department of English	1	0
International	Department of Mathematics	1	1.08
International	Department of Physics	2	3.30
International	Department of Zoology	1	4.4

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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
Bengali	1
Chemistry	1
Economics	2
History	2
Philosophy	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
A theory of old care: beyond state and market	Sayonee Majumdar, and A. Chakrabarti.	Journal of Social and Economic Development	2020	0	Taki Government College	Nil
Index of Non-tariff Measures: A Study of the EU Textile and Garment	Sudeshna Chattopadhyay	Foreign Trade Review	2019	1	Taki Government College	1

Market						
Optimality conditions for set-valued minimax fractional programming problems	Koushik Das and Chandal Nahak	SeMA Journal	2019	5	Taki Government College	Nil
Synthesis, structure and phenoxazinone synthase-like activity of three unprecedented alternating CoII-CoIII 1D chains	Sayantan Ganguly	New Journal of Chemistry	2019	7	Taki Government College	6
Structure, Mossbauer spectroscopy and vibration phonon spectra in valence-bond forcefield model approach for distorted perovskites AFeO ₃ (A La, Y)	J. Saha, Y.M. Jana, G.D. Mukherjee, R. Mondal, S. Kumar, H.C. Gupta,	Materials Chemistry and Physics	2019	8	Taki Government College	7
Phytochemical diversity in tracing convergent evolution in Apiaceae	Saubhik Das	National Academic Science Letters	2020	1	Taki Govt. College	1
Fluorophoric [2]rotaxanes: post-synthetic functional	Saikat Santra	New Journal of Chemistry	2020	0	Taki Government College	Nil

ization, conformational fluxionality and metal ion chelation						
Inflammation and ageing: probable role in male infertility	Silpi Acharyya	Chemical Biology Letters	2020	7	Taki Government College	6
Assignment of optical phonons at the zone center of distorted orthorhombic RCrO ₃ (R La, Pr, Nd, Sm, Eu) perovskites using force-field lattice dynamics model	Y.M. Jana, Jyoti Saha, Saikat Nandi	Vibrational Spectroscopy	2020	0	Taki Government College	Nil
Ungendering Thuggees: A Relook at the Female Thugs	Ayusman Chakraborty	Synergy	2020	0	Taki Government College	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Index of Non-tariff Measures: A Study of the EU Textile and Garment Market	Sudeshna Chattopadhyay	Foreign Trade Review	2019	Nil	1	Taki Government College
Optimality	Koushik Das and	SeMA Journal	2019	11	Nil	Taki Government

conditions for set-valued minimax fractional programming problems	Chandal Nahak					College
Synthesis, structure and phenoxazinone synthase-like activity of three unprecedented alternating CoII-CoIII 1D chains	Sayantan Ganguly	New Journal of Chemistry	2019	122	6	Taki Government College
Structure, Mossbauer spectroscopy and vibration phonon spectra in valence-bond forcefield model approach for distorted perovskites AFeO ₃ (A La, Y)	J. Saha, Y.M. Jana, G.D. Mukherjee, R. Mondal, S. Kumar, H.C. Gupta,	Materials Chemistry and Physics	2019	152	7	Taki Government College
Phytochemical diversity in tracing convergent evolution in Apiaceae	Saubhik Das	National Academic Science Letters	2020	19	1	Taki Govt. College
Fluorophoric [2]rotaxanes: post-synthetic functionalization, conformational fluxio	Saikat Santra	New Journal of Chemistry	2020	7	Nil	Taki Government College

nality and metal ion chelation						
Inflammation and ageing: probable role in male infertility	Silpi Acharyya	Chemical Biology Letters	2020	11	6	Taki Government College
Assignment of optical phonons at the zone center of distorted orthorhombic RCrO ₃ (R La, Pr, Nd, Sm, Eu) perovskites using force-field lattice dynamics model	Y.M. Jana, JyotiSaha, Saikat Nandi	Vibrational Spectroscopy	2020	19	Nil	Taki Government College
Ungendering Thuggee: A Relook at the Female Thugs	Ayusman Chakraborty	Synergy	2020	2	Nil	Taki Government College
A theory of old care: beyond state and market	Sayonee Majumdar, and A. Chakraborti.	Journal of Social and Economic Development	2020	Nil	Nil	Taki Government College

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	13	13	5	2
Presented papers	8	5	Nil	Nil
Resource persons	Nil	Nil	1	Nil

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

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

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	Nill	Nill
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
As this is basically an Undergraduate Institution and there is scarcity of funds allotted for pure research purpose these activities cannot be carried out	NIL	NIL	Nill	Nill	0

.No formal linkages have yet been generated. However some informal linkages may be cited.					
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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	Nill	Nill	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	61201	11270015	221	163440	61422
Reference Books	35402	12835798	Nill	Nill	35402	12835798
e-Books	187000	5900	Nill	Nill	187000	5900
Journals	5	7730	Nill	Nill	5	7730
e-Journals	113003	5900	Nill	Nill	113003	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	25000	240000	Nill	Nill	25000	240000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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	91	16	91	5	0	22	48	0	0
Added	4	0	4	0	0	4	0	0	0
Total	95	16	95	5	0	26	48	0	0

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

44 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
AIMES Cloud Facility (For creating MCQ based Assignments)	https://cloud.tgc.ac.in/StudentPortal/Login.aspx
AIMES Cloud Facility (For creating MCQ based Assignments)	https://cloud.tgc.ac.in/mcq.aspx

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
0	0	25.45	24.36

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

Taki Government College is directly accountable to the Govt of West Bengal (GoWB) since it provides the Basic and Recurring funding for the College in its entirety. Additionally, the College gets stipulated Academic and Infrastructural Development Grants from the UGC, India. The institution functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Higher Education Department (HED), Government of West Bengal. The ED, in consonance with the HED, frames Educational Policies and long-term planning for institutional growth and development albeit seeking suggestions from the Institution. The HED along with the ED directly oversees the financial aspects of the Institution. All infrastructural plans and works are commissioned and executed by the PWD, as per proposals of the College authority. Within these administrative perspectives, the College has designed the procedures and policies for maintaining and utilizing its physical, academic and support facilities through the following avenues: The College authority generates and maintain assets within the campus. E-classrooms are set up in various departments, ICT ingredients and allied facilities are added in the regular curriculum. Installation of high-speed internet and free wi-fi for students are done and their potential utilization are ensured. To cater to academic needs of students within the CBCS curriculum, the College operates in two shifts for optimal utilization of physical facilities. Computerization of library resources and cataloguing of new books is an ongoing process. New books are added to the library collection every year and processing of them are done expeditiously to make them accessible. Reprography is available albeit complying the IPR/Copyright rules. Regular Pest Control is taken up for book preservation. Damaged books are kept in isolation and writing off the weeded-out books are considered by Governing Body along with Library Committee of the College. Procurement, upgradation and deployment of computers and their accessories are done by utilizing the funds under Development grants from the State Government. Annual Maintenance Contract (AMC) in respect to all the desktop computers and other valuable equipment are done. All instruments and microscopes are cleaned and calibrated annually by technical personnel. Antivirus packages are purchased regularly to keep the computers in the hassle-free workable conditions. All irreparable/discarded electrical and electronic products are identified as e-waste and are kept in isolation to prevent accidental breakage. Recycling of all useful products are encouraged. A Condemnation Committee of the College looks after proper disposal mechanism of e-waste. Generator connection is being facilitated at points with an aim to

insure sensitive instruments against voltage fluctuations. Water Purifiers Machines for supply of clean drinking quality water and such other machines are also under annual maintenance contract.

<https://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	Kanyasree, Swami Vivekananda Merit-cum-Means (SVMCM) , Aikyasree, SC-ST-OBC Scholarship	3905	32506000
b) International	NIL	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on "Empowering Learners of Investigative Science through Hands on Experiments", organized by Career Counselling and Placement Cell Research and Publications Committee, Taki Government College.	30/08/2019	70	Professor BirendraNath Das, Vice-President, Science Communicator's Forum, Kolkata

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Awareness camp conducted by	Nil	77	Nil	Nil

	Bengal Skill Development Centre supported by IIITWB on 16.01.2020.				
2020	Career Awareness Camp by Sudha Infosys organized by Career Counselling and Placement Cell, Taki Government College on 19.02.2020.	Nil	80	Nil	Nil
2019	Seminar on "Career in armed forces", organized by Career Counselling and Placement Cell, Taki Government College on 08.08.2019.	Nil	102	Nil	Nil

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

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

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
Sudha Infosys	80	Nil	Nil	Nil	Nil

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

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2019	7	B.SC.	GEOGRAPHY	-	M.SC.
2019	1	B.SC.	MATHEMATICS	WBSU	M.SC.
2019	1	B.SC.	ZOOLOGY	WBSU	M.SC.
2019	2	B.A.	HISTORY	RBU, NSOU	M.A
2019	1	B.A.	PHILOSOPHY	RAMKRISHNA MISSION BIDYA MANDIR, BELUR.	M.A.
2019	8	B.A.	POLITICAL SCIENCE	WBSU	M.A.
2019	42	B.A.	BENGALI	TAKI GOVT. COLLEGE	MA
2019	24	B.A.	ENGLISH	TAKI GOVT. COLLEGE	M.A.
2019	4	B.SC.	PHYSICS	WBSU, BARASAT GOVERNMENT COLLEGE	M.SC.
2019	10	B.SC.	CHEMISTRY	IIT BHUBANESWAR, WBSU, APC COLLEGE, BARASAT GOVERNMENT COLLEGE	M.SC.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	Nil
SLET	Nil
GATE	1
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	1

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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200m sprint	College level	57
Short put	College level	82
Long jump	College level	39
Discuss Throw	College level	68
100 m sprint	College level	76
1600m run for boys	College level	37
Musical chair (Girls)	College level	48
200m sprint (Ex-students)	College level	10
100m sprint (Ex-students)	College level	7
400m sprint	College level	46
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	Nil	Nil	Nil	Nil	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council of the College actively participates and contributes to various academic and co-curricular programs. The Students' Council is constituted as per extant Government norms and is a democratically formed body. Besides the President, Vice-President, and the Treasurer, who are from the Teaching Faculty, there are ten office-bearers of the Students' Council, representing various sections of the student community. Additionally, teachers of the College act as a guiding force of different Committees of the Students' Council. The Students' Council organises various programs like 'Nabin Baran' (Freshers' Welcome), Teachers' Day, College Foundation Day Celebration (15th September of each year), Annual Sports, Cultural Competition and programme, Student awareness programme etc. They also actively contribute to celebratory events like Independence Day, Republic Day, Saraswati Puja etc. The Students' Council maintains discipline among the students during the functions, celebrations, or programmes in the college. It also plays active role to eliminate the menace of ragging from the campus. Before organizing any program, the office-bearers of the Students' Council hold prior meetings and adopt a budget proposal. This provisional budget is placed before the Principal for final approval. The Students' Council plays an active role in the academic and administrative activities of the College. It informs the College administration about the necessary requirements of the students and thereby helps to keep a healthy and peaceful environment, conducive to academics, within the College campus. There is representation of the Students' Council in the Governing Body and other such statutory bodies of the College like RUSA-PMU. It also helps the economically disadvantaged students during the times of admission or examinations, by pooling resources from the Students' Council Aid Fund. The Students' Council propagates information about examination schedules, dates of form fill-up in the College, and also about various scholarships which the

students can avail. The Council also donates books to the needy students. The Students' Council plays the role of a benefactor, companion, and guide to the students of the College.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has an informal association of the Alumni, though it is yet to be registered. They maintain a bank account as a body corporate at Allahabad Bank/Indian Bank, Taki branch under the name of TAKI GOVT COLLEGE ALUMNI ASSOCIATION, bearing A/c No. 50452082908 and CIF No. 3026897706-7. They operate the financial transactions independent of the College authority and it is hoped that in their future journey they will function as true stakeholders and engage the College in their endeavours.

5.4.2 – No. of enrolled Alumni:

39

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

3900

5.4.4 – Meetings/activities organized by Alumni Association :

1. Meeting of Alumni Association on 31.07. 2019 (27 persons attended)
2. Meeting of Alumni Association on 13.12.2019 (28 persons attended)

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Taki Government College practices decentralization and participative management: Taki Government College, being a Government Institution, remains under direct authoritative supervision of Education Directorate (ED) which exerts jurisprudence with that of Department of Higher Education (DHE), Government of West Bengal (GovtWB). Matters concerning appointments, promotions, transfers and other non-academic 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
Examination and Evaluation	<p>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.</p> <p>Apart from the End Semester examinations, Mid Semester examinations are also been conducted, as a part of the total evaluative process. 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.</p>
Teaching and Learning	<p>With the introduction of CBCS Curriculum, semester system of evaluation has been introduced. The college offers ICT enabled classrooms with LCD projectors, laboratory demonstration with charts, models and advanced instruments. There are a 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</p>

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. During the period of lockdown due to the COVID 19 pandemic, the students were offered LMS tool (Learning Management System) through which the teachers regularly uploaded study materials and question banks for the students. Since offline classes had to be suspended online classes were held during this time.

Curriculum Development

Taki Government College is affiliated to West Bengal State University (WBSU) and 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, 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.

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 assesses 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.

Admission of Students

The institution maintains complete transparency in UG and PG admission procedures. The system of online admission for undergraduate and postgraduate courses was introduced in

2015 to ensure fair, hassle free admission procedure for students. Since then, the complete admission procedure has been performed through online procedure including the generation of Merit List. The selected students are informed through SMS.

Industry Interaction / Collaboration

The Career Counselling Cell and Placement Cell regularly invites various corporate and government bodies for workshops and seminars to orient the students with the current market scenario. A Career Awareness Session was held to sensitize the students about the various career opportunities available to them in Indian Armed Forces. Sqn Ldr (Retd) J Chowdhury, Ex-Air Force and Mr. Amritendu Koley on behalf of Ex-Servicemen Welfare Association explained the students how they can prepare themselves for a career in Indian Armed forces. Career awareness sessions were held by Bengal Skill Development Centre supported by IIITWB (Indian Institute of Information Technology, West Bengal, Barasat Campus) and also by Sudha Infosys to explain the students the importance of technical education and skill formation. Through these sessions the students were made aware of the opportunity of availing technical education offered free of cost by PSSD (Pashchim Bangla Society for Skill Development) Government of West Bengal. To encourage the scientific acumen of the students Professor Birendra Nath Das, Vice President, Science Communicator's Forum, Kolkata was invited to conduct a workshop. In the workshop Professor Birendra Nath Das demonstrated scientific facts through simple hands on experiments.

Human Resource Management

The College believes in promoting a safe and efficient environment by enforcing behavioural standards. The Human Resource Management policies of the College endeavours to nourish and enhance 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). 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).

Library, ICT and Physical Infrastructure / Instrumentation

The Library Advisory Committee consisting of the Librarian and all Heads of the departments under the Chairmanship of the Principal of the College is in function. 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 data-base of the library collection is in the process of being developed with 25000 books already entered. The ILMS being used is KOHA version 10.2. Despite the hindrances created by the COVID pandemic, 221 books worth Rs 163,440 have been acquired in the session 2019-20.

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

E-governance area	Details
<p>Planning and Development</p>	<p>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.</p>
<p>Administration</p>	<p>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</p>

	the College.
Finance and Accounts	<p>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. The funds disbursed by UGC are managed through Public Fund Monitoring System (PFMS). In the session 2019-20 the college has received funding from RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) under the category Infrastructure Development Programme (IDP) to colleges [Component 9: RUSA 2.0] and the funds would be disbursed through PFMS.</p>
Student Admission and Support	<p>In this academic session, the complete admission procedure has been performed through online mode 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 applies for registration to West Bengal State University through online procedure. The students of this college applies for various fellowships and stipends through online procedure. Backward, minority and financially weaker section of students of this college are offered several scholarships like Aikyashree, SC-ST -OBC Scholarships, Swami Vivekananda Merit cum Means Scholarship funded by Government of West Bengal. All Girl Students enjoy Government incentive scheme Kanyasree (K2 for Undergraduate Students and K3 for Post graduate students).</p>
Examination	<p>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</p>

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 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.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Since this is a Government Institution there is officially no such scope for the administration to extend any sort of financial help towards the teaching faculty for attending conferences /workshops and towards membership fees of professional bodies.	NIL	NIL	Nil
2020	Since this is	NIL	NIL	Nil

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.

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	Nil	Nil	Nil	Nil
2020	NIL	NIL	Nil	Nil	Nil	Nil

[View File](#)

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
UGC Sponsored Short Term Course on Gender Sensitization and Empowerment	1	05/11/2019	11/11/2019	7
UGC -sponsored Orientation Programme	1	08/07/2019	28/07/2019	21
UGC Sponsored Interdisciplinary refresher course on	1	09/12/2019	21/12/2019	13

Instrumentation and Automation				
Online non-credit course on Water Supply and Sanitation Policy in Developing Countries Part 1: Understanding Complex Problems	1	19/12/2019	19/12/2019	1
UGC -sponsored Orientation Programme	1	04/02/2020	24/02/2020	21
UGC -sponsored Interdisciplinary refresher course on Emerging Areas of Life Sciences	1	27/01/2020	08/02/2020	13
Online Faculty Induction Programme	1	26/06/2020	24/07/2020	29
Online course on "Remote Sensing GIS Technology and Applications for University Teachers Government Officials	1	13/06/2020	01/07/2020	19
Online course on Strengthening Enabling Environment for Water, Sanitation and Hygiene	1	17/04/2020	17/04/2020	1
Faculty Development Programme on Cyber Security	1	26/06/2020	26/06/2020	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

14	14	Nil	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014. • Leave Travel Concession(LTC) • Facility for eLibrary • Staff Quarters • GPF loan 	<ul style="list-style-type: none"> • West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014. • Low budget canteen • Festival Bonus(for Group D employees), • Staff Quarters • GPF loan 	<ul style="list-style-type: none"> • Facility for Library • LMS Tool(Learning Management System) • Low budget Canteen, • Backward, minority and financially weaker section of students of this college are offered several scholarships like Aikyashree, SC-ST -OBC Scholarships, Swami Vivekananda Merit cum Means Scholarship funded by Government of West Bengal . All Girl Students enjoy Government incentive scheme Kanyasree (K2 for Undergraduate Students and K3 for Post graduate students). In the academic session 2019-20 approximately 4000 students benefitted from these scholarship schemes . • Free medical care from Students' Health Home Kolkata

6.4 – Financial Management and Resource Mobilization

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

• **External Audit of the Institution:** - Funds received from State Government and their receipt and payment 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 SS Audit) WB, Kolkata verifying all financial transactions up to March, 2014. The College have already placed proposal for External Audit to the Senior Deputy Accountant General (IC), West Bengal, Office of Principal Accountant General (Audit), West Bengal. However, the audit is yet to take place.

• **Internal Audit of the Institution:** Physical verification of assets is done randomly every year. Internal 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 audited utilization certificate are submitted to the respective agencies in due time. Compliance to any objections 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	Funds/ Grants received in Rs.	Purpose
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funding agencies /individuals		
Being a Government Institution, the College is governed by the financial acts and rules of the Government of West Bengal and is not allowed to receive funds from non-government bodies, individuals etc.	0	o
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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 journals or as book chapters, which are peer reviewed. These quality research works form part of their academic evaluation. Many of the faculty members are associated with significant academic and scholarly societies. Through the pursuance of academic excellence, the faculty members are constantly engaged in adding to the rich storehouse of knowledge in the disciplines of Humanities and the	Yes	Each and every year at the end of academic session the faculty member 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. The data thus collected provide information regarding the faculty member's teaching related activities, and other allied activities and are used during their

		Sciences, while at the same, time they continue to share the essence of their researches with the students in the classrooms.		promotions.
Administrative	Nil	College requests for central audit by the Government agency. Last audit was done in the year 2014. College has applied for Government audit that is yet to take place.	Yes	College carries 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 an integral part and important stakeholders. Although, formally, the college does not have a Parent-Teacher Association, yet, various departments hold parent-teacher meets independently and on their own, at regular intervals. In such meetings the parents get to know about the progress and performance of their wards in college premises and they are sensitized by the faculty members as to which issues of the students need to be addressed/ improved/ rectified by them. They are also communicated with the broader outlook of the college, latest developments and facilities made available for the students. The departments also get enriched with the views and valuable suggestions from the parents. Their suggestions are utilised to create an effective teaching-learning system. However in this year due to the pandemic physical meeting could not be arranged. The parents however have been regularly intimated about important news, notices about recent developments in the college via electronic and digital media. The kind and generous suggestions offered by the parents have been greatly enriching this institution, as always.

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. i) Efforts have been made to improve their professional proficiency in computer handling. 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, online examination related works like question paper downloading from the website, online uploading of marks etc. iii) Though no formal training programme of office staff could be arranged this year but it was ensured that they are adequately capable of carrying out the online financial practices through IFMS.

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

In the post accreditation phase of the NAAC, the college has received a grant

of Rs 2 crores under the scheme: Rusa 2.0 Component 9. For the fruitful utilization of the grant a detailed project report was submitted on 20.11.2019. This includes i) Proposal to install lift ii) Purchase of diesel generator, iii) Installation of flood lights in different strategic positions of the ground, iv) Installation of solar power plant in the college, v) renovation works of some departments, staff quarters, boys' hostel etc. vi) Upgradation of parking lot for cars at the rear side of the boy's hostel, vii) Upgradation of the girls' hostel viii) Procurement of computers, laboratory equipments, audio visual laboratory equipments, gymnasium equipments, library books, journals etc. The first installment amount of Rs 1 crore of the grant was received on 12.02.2020. Keeping in view the valuable suggestions given by NAAC, the college was very keen to implement all the plans phase wise but no expenditure could be made within 30 June 2020 as strict lockdown was imposed in West Bengal from 16.03.2020 due to the outbreak of the Covid 19. The strict lockdown was relaxed from 8 June 2020 and efforts were made to initiate the process of the implementation of the plans. But nothing much could be achieved in the short span of time within 30 June 2020.

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
2019	Interactive session with the novelist Kinnar Roy organized by the Bengali Department, Taki Government College.	03/07/2019	03/07/2019	03/07/2019	51
2019	Seminar organized by Career Counselling and Placement Cell, Taki Government College. Topic: Career in Armed Forces. Speaker: Sqn Ldr (Retd) J Chowdhury, Ex-Air Force	08/08/2019	08/08/2019	08/08/2019	102

and Mr.
Amritendu
Koley.

2019

Workshop
on
"Empowering
learners of
investigativ
e science
through
hands on
experiments"
organized by
Career
Counselling
and
Placement
Cell, Taki
Government
College.
Speaker:
Professor
Birendra
Nath Das.

30/08/2019

30/08/2019

30/08/2019

70

2020

Career
Awareness
camp by
Bengal Skill
Development
Centre
supported by
IIITWB
organized by
Career
Counselling
and
Placement
Cell, Taki
Government
College.

16/01/2020

16/01/2020

16/01/2020

77

2020

Invited
lecture on
"Weather
within a
Climate"
arranged by
Department
of Economics
and
Department
of Geography
of Taki
Government
College.
Speaker:
Arindam Bhat
tacharya,

21/01/2020

21/01/2020

21/01/2020

48

Research scholar of Earth Institute of Columbia University, U.S.A.

2020

Career Awareness Camp by Sudha Infosys organized by Career Counselling and Placement Cell, Taki Government College. Speaker: Birendra Ranjan Mazumder, CEO Sudha Infosys.

19/02/2020

19/02/2020

19/02/2020

80

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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
Women's Issues and Women's Problems in the Changing Scenario of 21st Century	06/03/2020	06/03/2020	103	67

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

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	11
Rest Rooms	Yes	11

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
2020	1	1	27/05/2020	1	Relief Camp organized at Ghuni of Sundarban region, Dist-North 24 Parganas to distribute rice, daal, potatoes, onions, salt, mineral water, puffed rice, flattened rice, biscuits, milk powder, medicines, mosquito repellent .	Providing support to local community after devastating super-cyclone Amphan	30
2020	1	1	13/06/2020	1	Relief Camp organized at Chak Patli of Sundarban region, Dist-North 24 Parganas to distribute rice, daal, potatoes, onions, salt, mineral water,	Providing support to local community after devastating super-cyclone Amphan	30

puffed
rice,
flattened
rice,
biscuits,
milk
powder, m
edicines,
mosquito
repellent
.

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for the Principal	02/01/2018	<p>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).</p>
Code of Conduct for Teachers	02/01/2018	<p>Being the cadres of West Bengal Education Service, the teachers of this College should follow the code of conduct laid down in West Bengal Government Service Rules (https://wbxpress.com/west-bengal service-rules). They are also subject to the guidelines</p>

		<p>provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. 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. 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 up keep their overall integrity as a 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</p>

		<p>predicaments and other allied constraints. The Patent Act and Rules of IPR are of interest to the teachers. This Act encourages invention and defines the same as: An invention means a new product or process involving an inventive step and capable of industrial application'[S.2(1)(j) of the Patent Act 1970]</p>
Code of Conduct for Students	02/01/2018	<p>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 of campus which may affect the Institute's interests and reputation substantially.</p>
Code of conduct for Governing Body	02/01/2018	<p>The governing body of the college is responsible for effective management of the institution and planning its future development. The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and to monitor institutional performance. Governing bodies should ensure compliance with the statutes. The governing</p>

body should ensure equality of opportunity for all stakeholders. The governing body should actively monitor for reservations of seats and staff positions and provide required support to minority groups. The general principle of transparency applies that students and staff of the institution should have appropriate access to information.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Intellectual Property Rights Seminar on 'Ethics And IPR Issues In Biotechnology' by Professor Gautam Basu, Department of Biophysics, Bose Institute, Kolkata	02/12/2019	02/12/2019	101
Intellectual Property Rights Seminar on 'Genesis Of The IPR Regime And Its Different Arenas' by Dr. Neera Sen Sarkar, Assistant Professor, Department of Botany, Kalyani University, Kolkata	02/03/2020	02/03/2020	101

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

The Ichamati River is a historic pride of the region, preserving a natural, geographical division of borders between India and Bangladesh since 1947. The river continues to enhance the natural beauty between the borders of these two nations. Taki Government College is located adjacent to this glorious, evergreen bank of the river, in Taki region of North 24 Parganas, West Bengal. The geological processes bending into sediments have led to the formation of the region. It is this ecological phenomenon of river bends that has given the region its name in the local parlance- 'Taki'. This silt-laden fertile land, with the river flowing in her exquisiteness, entices the nature-loving tourists from all over. Taki Government College, located near the banks of the Ichamati River, remains committed to maintaining the ecological ambience and historical importance of the region. Pollution is a menace to humanity. Being a major source of pollution, proper management of solid waste, E-waste and Lab waste is of utmost importance for any healthy organisation and society. This is also

true for our college, which is a large institution consisting of about six thousand five hundred persons including students, teachers and non-teaching personnel.

A. Solid waste management: We manage the solid waste in our college, in the following ways: 1. Recycling of solid waste creates positive environment. We keep waste boxes in every floor of the college and in different corners of the college ground. The concerned employees handle the waste disposals through proper means. 2. We vacate our washroom chambers periodically and send them through Civic Services to proximal dumping ground for consequent biofertilizer. 3. The college washroom are being regularly sanitised using eco-friendly chemicals. 4. We undertake periodic awareness campaign among the students, teachers, employees, guardians and visitors concerning pollution from solid waste and the effective use of the waste bins. 5. We maintain the office records, library books, newspapers, students common room materials, science laboratory goods meticulously. The waste papers and materials are recycled or disposed through proper mechanism. 6. In the hostels (both boys' and girls'), the kitchen wastes are categorised into dry and wet components, and periodically carried to aforesaid Civic dumping ground by municipality's sanitization workers.

B. E-Waste Management: E-Wastes are kept in a separate isolated and unexposed area to prevent environmental pollution as well as allied hazards. The college administration always encourages recycling of waste for possible useful produce. Vendors are also appointed to recycle usable parts of discarded computer sets and other waste products. Buyback policy is also employed as an effective mode for managing the waste caused by appliances like photocopiers, AC machines etc. Throwing waste in municipal vat is 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 non-toxic elements.

C. 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 of by dissolving them in water or by keeping them separately protected in sheets. Utmost care is taken to ensure that such waste does not mix with the general waste of the college.

D. Green practice: The college has taken certain green initiatives like planting trees in and around the corner to make the campus eco-friendly. Taki Government College is purely a government institution. The College conserves different orders, applications and other documents in hardcopy form and therefore cannot function in an entirely paperless mode. Nevertheless, care is taken to reduce paper wastage and substituting softcopies wherever possible.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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: to inspire the students of the college to perform at their best in the university examination and thus to inculcate a healthy competition among the students so that they can enhance academic capabilities and perform better in the prospective timeline to acquire the highest performing student status in respective departments. 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, medals, prizes, endowment scholarships and such other impetus in the yearly convocation assembles. We decided to celebrate the foundation day of the college as the

convocation day. 4. The Practice: The Taki Government College had come to existence in the post independence era with the date of its foundation falling on 5th September, 1950. Since establishment the college has traversed a long way. Taki Government started observance of foundation day since the year 2017. On that day high performing students are felicitated with mementos, books and certificates. From 2019, the best alumnus of the year is chosen by the alumni association. Cultural performances by students and staff are also an integral part of the programme. 5. Evidence of Success: There are visible marks of success of the best practice Foundation Day Celebration in the college. On 15th September, 2019, the Honourable MP was present in the foundation day at Taki Government College. Students were excited to receive certificates, medals and prizes from the Honourable MP. The students and staff who were involved in the cultural program like dance, drama and elocution were also very excited. The fact that foundation day celebration is becoming more of a talking point in the college and successfully adjoining societal abundance with the passing of each years programme. It is the obvious and strong evidence of success of the best practice foundation day celebration. 6. Problems Found: Apparently there have been no identifiable potential problems faced by the College in its endeavour of organizing the programs of Foundation Day celebration. However, there are certain predicaments, that are, to the best of perception, inherent to organization of such programs. Matching the time schedule of eminent personalities invited to grace the occasion sometimes become daunting task.

However, the spontaneous and wholehearted participation of all the stakeholders, specially the Alumni, Parents, and 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 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 by providing the auditorium hall of Municipality for the program. In this way 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. 2. Objective of the practice: Most of the students of Taki Government College are from remote rural areas of North and South 24 Parganas (as the college is located very near of South 24 Parganas covering a wing of Sundarban) 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 of 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 endeavours in these arena to enrich the already rich heritage of Bengali as well as Indian Culture. 3. The Context: The Students of Taki Government College most have rural background and have little scopes to nourish and flourish their creative potentials. In such contexts, Taki Government College, having autonomous status in Post Graduate Courses, has incorporated two special papers in Bengali where students are to review books of fiction and interact with eminent writers. In 2019-20 before the Covid pandemic situation famous bengali writer Prochet Gupta was present in Taki Government college in a interactive session with PG Students of our college. In 6th July, 2020, during covid pandemic situation writer Sangita Bandopadhyay was also participated in an interactive session with the faculty members and students of PG Department of Bengali of Taki Government College in an online mode. 4. The practice: The post graduate Course in Bengali (4th Semester) had two special paper:

Kathasahitya and Natak (Drama). 5. Evidence of success: Taki Government 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 Found: Unavailability of a fully equipped Auditorium for such activities. During the covid-pandemic situation all the activities took place in online mode. As the students are mostly from remote and rural areas, internet data and network problem was found. Along with the pandemic situation, the Super cyclone 'Amphan' occurred on 16 May, 2020 which greatly enhanced such problems for doing such activities. 7. Resources Required: More funding are needed to organise such programs in enhanced frequency.

Best Practice III

1. Title of the practice: Organizing Camps by the students and faculty members of the college in the super cyclone 'Amphan' affected nearby areas of the College. 2. Objective of the practice: The institution is committed towards the development of the community in and around it. The main thrust of the institution is to stimulate the students towards acquiring an assimilative learning. So, together with their academic pursuits, the Taki Government College is always involved to develop a panoptic view of life among its all stakeholders. All initiatives must need the involvement of the students and are taken i) to hone the hidden potential of these young mind. i) to render service to the community while studying in an educational institution. (ii) to stimulate the social conscience among students. iii) to provide them opportunity to work creatively and constructively with the community around the educational campus (iv) to put the education they receive to concrete social use and specifically to work with and among the people v) to enhance knowledge of oneself and the community through a face-to-face with reality. 3. The Context: The extremely severe cyclone Amphan made landfall over the West Bengal coast on 20 May, 2020 and left a trail of destruction in many parts of the state and some areas of Bangladesh. The cyclone rendered thousands of people homeless, uprooted trees and electric poles and caused inundation of several areas. Amid the critical condition of coronavirus, the gigantic cyclone totally shattered the south and north 24 Parganas of West Bengal. Taki Government College is located also very near of South 24 Parganas covering a wing of Sundarban, the most devastated region under this condition. Our relief efforts specifically aim at restoring the lives of those affected by Cyclone Amphan, including that of people with disabilities as well as poor and marginalized people, women headed households, older people and pregnant and lactating mothers. Present and former students and teachers of our college have raised funds to provide relief to people affected by Cyclone Amphan in the nearby villages. 4. The practice: A team of our present and former students and teachers went to some remote villages like Ghuni and Chak Patli, Hasnabad, North 24 Parganas, West Bengal on 27th May and 13th June, 2020 respectively. They distributed rice, daal, potatoes, onions, salt, mineral water, puffed rice, flattened rice, biscuits, milk powder, medicines, mosquito repellent etc to around 100 families of such villages near Sundarban, a region of severe and sweeping wreckage. 5. Evidence of success: Taki Government College arranged campaigns outside the college with the object of inseminating camaraderie among the participants. The students and staff who were involved in the program were also very excited. Such programs are organised with the goal of instilling an accommodating spirit among all the campers. 6. Problems Found: It was not very easy for the campers to reach out the affected areas and people living there as the road and communication were hampered due to cyclone and also due to the pandemic situation of COVID-19. The roads were blocked and communications were totally shattered which hindered the students and teachers to enter into the affected areas. However, the spontaneous and wholehearted participation of all the stakeholders provide enough help.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your

institution website, provide the link

https://tgc.ac.in/pdf/Best_Practice_2019-20.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, established in 1950, has developed into one of the premiere institutes of the state. Its aim since the time of inception has been to impart holistic education to the children of this semi-urban area. The college has the advantages of a government institution in providing scholarships and free-ships that are funded by the government, over and beyond the regular scholarships, such as Kanyasree, Vivekananda Merit cum Means, Aikyasree and other private scholarships. The college also attracts the achievers of the region as it has an unwavering history of providing excellent human resource by way of its excellent teaching faculties and also for providing infrastructural supports, by way of libraries and laboratories. The admission is conducted as per regulations, so the college caters to both general and socially and economically marginalized students, including the students from the minority communities. 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 Counseling 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 always encouraged and inspired to participate all occasions like Foundation day program, Teacher's day celebration, Social outreach endeavors, NSS programs and such others. This incitement works as potential boost to the confidence of all the students. The current pandemic posed an initial challenge to the maintenance of this high goal that the college had set for itself over the years. However, we took the challenge by the horns and worked out a method to resolve the crisis. The following definite steps were immediately implemented:- Classes were shifted to an online platform almost instantly. It was decided that since connectivity was a crying issue, especially in the rural belt, the majority of our students, we will choose all the platforms available to us - online classes on Google Meet, Zoom, whatsapp calls, posting video/audio modules of classes and uploading material on the website. This was done so that students could access the class at any point in time. The economic disaster due to the lockdown and subsequent cyclone, Amphan, had made matters worse. Several members of the teaching staff made personal arrangements for affected students to get them financial support, especially after the lockdown and the devastation of super cyclone, Amphan, which fulfilled the policy of need-based education by opening up all possible platforms of accessing institutional support.

Provide the weblink of the institution

https://tgc.ac.in/pdf/Institutional_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Internal Quality Assurance Cell (IQAC) being a monitoring and advisory body of the college took a pragmatic approach towards framing consistent and catalytic programs for the academic and administrative improvement of college. This initiative got a boost and great impetus with the sanction of a grant of 2 crores

under scheme RUSA 2.0 component 9. Amount of Rs. 1 crore as first installment out of total 2 crores was received. IQAC suggested several aspects that should be looked into which was reflected in the DPR (detailed Project Report). Fifteen individual projects were identified for implementation. Out of 15 projects, few to be given priority like - 1. Installation of 10 KW Ongrid solar PV power Plant at College 2. 100 KVA sound proof Diesel Generator in the college campus. 3. Renovation works of Geography building with shade, structural stair and other allied works at College 4. Upgradation of parking lot for cars at the rear side of the existing boy's hostel of Taki Government College. 5. Procurement of Desktop computers for central computer lab and Laptops with allied peripherals. 6. Procurement of high-end Science Laboratory equipment, accessories, and allied peripherals. 7. Procurement of library books and journals and their cataloguing, classification and digitization as per need. The remaining projects as mentioned in the DPR will be looked into later. The main goal would be to fulfill the initial objectives as envisaged and utilize the grant sanctioned as first installment and put forward request for the sanction of second installment for the remaining projects like - Upgradation of girl's hostel, establishment of Gymnasium, Installation of Flood lights in the playground and strategic locations at the college campus etc. Beside this developmental initiatives, earlier practiced quality improving initiatives will be continued with larger magnitude like - 1. Arrangement of seminars, workshops on career guidance of the students inviting external agencies and speakers. 2. Regular feedback from stake-holders and its subsequent analysis for further improvement. 3. Different Department will be encouraged to outreach programs and various social welfare programs as a mark of their social commitment. 4. The faculty members will be encouraged to carry out research and involve in collaborative work to encourage the students shape their research mindset. 5. Besides, several other aspects like Academic audit, maintenance and improvement of existing teaching learning facilities and environment etc. will be monitored and evaluated for the greater interest of the students.