



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

TAKI GOVERNMENT COLLEGE

- Name of the Head of the institution
1. Dr. Biplab Chattopadhyay (upto June, 2021 due to sudden demise);
2. Dr. Manjusree Mukhopadhyay (from June, 2021 onwards)
- Designation
1. Principal; 2. Officer in Charge
- Does the institution function from its own campus?
Yes
- Phone no./Alternate phone no.
03217234474
- Mobile no
9477457583
- Registered e-mail
principal1950tgc@gmail.com
- Alternate e-mail
postbox.manjusree@gmail.com
- Address
Taki, Hasnabad, Dist: North 24 Parganas, West Bengal, PIN-743429
- City/Town
Taki
- State/UT
West Bengal
- Pin Code
743429

2. Institutional status

- Affiliated /Constituent
Affiliated
- Type of Institution
Co-education

- Location **Rural**
- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **West Bengal State University**
- Name of the IQAC Coordinator **Dr. Saubhik Das**
- Phone No. **7980281429**
- Alternate phone No.
- Mobile **9007272894**
- IQAC e-mail address **sbhk_das@yahoo.com**
- Alternate Email address **saubhik@tgc.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.tgc.ac.in/pdf/naac/AQAR_2019-20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.tgc.ac.in/images/Academic_Calendar_and_Actual_Events_2020-21.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	2.0	2018	26/09/2018	25/09/2023

6. Date of Establishment of IQAC

29/07/2011

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	Nil	Nil	Nil	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. As the teaching community was considered to be among the at-risk frontline workers, faculties in age-appropriate bracket were approached informally to get themselves vaccinated and thus reduce the possibility of vaccine-scepticism. Necessary architecture for regular sanitization drive in the college campus was also created, by utilizing funds received from the Government. 2. Online student-centric activities like MCQ tutorials through a dedicated portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc. were continued with a view to not let the morale of the student fraternity drop. 3. A structured schedule of online classes started from 05.08.2020. Local factors and the receptive ability of students were kept in mind while preparing the schedule. As more students got accustomed to the medium, the length and frequency of classes were increased later. 4. In order to ensure Covid-protocols like social distancing, initiatives were undertaken by all departments to train the students effectively, while conducting the pending University examinations, so that they become confident in online submission of answer-scripts. Efforts by WBSU to make up for the lost time was also responded commensurately by all faculties. 5. Following the project proposals included in RUSA-DPR, many infrastructural developmental works were undertaken. Significant among these were SITC of 100KVA Sound-proof

diesel generator, renovation Work of Geography Building etc. Along with these, Desktop computers for Computer Lab and Laptops with allied peripherals, high-end science laboratory equipment and accessories were procured, amounting to Rs.31,93,641/-.

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

Plan of Action	Achievements/Outcomes
<p>1. To explore avenues for infrastructure development to facilitate proper teaching-learning and research activities.</p>	<p>After careful consideration with various stakeholders by the RUSA Project Monitoring Unit (PMU) of Taki Government College, necessary proceedings took place to utilize the fund of Rs. 1 Crore released under the first installment of Component-9 of RUSA 2.0 on 12.02.2020. As the stringent norms for lock-down was eased a bit in the middle of June 2020, significant works were undertaken and Rs. 85,91,953/- or 85% of the fund was utilized till the end of the session.</p>
<p>2. To identify areas of new Construction and/or installation within the existing physical premises of the College; To make efforts for Renovation/Upgradation of various facilities like students' hostel, especially Girls' Hostel and the Building of the Department of Geography; To procure high-end instruments for various Departments to elevate the overall teaching-learning process.</p>	<p>The following project proposals from the RUSA-DPR has been commissioned and works have completed. A. Renovation Work of Geography Building with Shed, Structural stair etc. B. SITC of ongrid Solar PV Power Plant. C. SITC of 100KVA Sound-proof diesel generator. D. Upgradation of Parking lot. E. Procurement of Desktop computers for Computer Lab, Laptops with allied peripherals and procurement of high-end science laboratory equipment and accesories, amounting to Rs.31,93,641/-.</p>
<p>3. To create necessary architecture for regular</p>	<p>Funds to the tune of Rs. 98900/- was recived from the Government</p>

<p>sanitization drive in the college campus and seek financial assistance from competent authorities.</p>	<p>of West Bengal vide Allotment ID No. 1661, dated 30.06.2020. With the help of this fund, 10 (ten) sensor-propelled sanitizer dispensers, 04 (four) Fogger machines, 02 (two) touch-free stands and requisite amount of liquid sanitizer was purchased and drives for sanitization were undertaken regularly. Subsequently, more funds were sought to this end and Rs. 92954/- was eventually received vide Allotment ID 2730 dated 18.08.2021.</p>
<p>4. To continue the collaborative efforts for international exposure of the students through Seminars/Webinars.</p>	<p>On 07.05.2021, a webinar meeting titled as "Journey into the Creative World of Rabindranath Tagore" was organized jointly by the Taki Government College and Bucharest University of Economic Studies to commemorate the birth anniversary of Rabindranath Tagore. The occasion had been graced by the Indian Ambassador to Romania, Moldova and Albania, His Excellency, Shri Rahul Shrivastava. Weblink -- https://www.youtube.com/watch?v=MuytEQ5qw5o</p>
<p>5. To continue academic activities in view of the uncertainties regarding reopening of the College campus, and not let the morale of the student fraternity drop.</p>	<p>Apart from online activities like MCQ tutorials through a dedicated portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc; a structured schedule of online classes started from 05.08.2020, especially for the Semester students. Local factors like digital divide, lack of smartphone penetration and/or network strength in the region,</p>

financial hardship faced by the families of students due to the lockdown, devastating effect of cyclone Amphan faced by many local communities etc. were kept in mind while preparing the schedule. To reap the free benefits of various online platforms, class length was initially kept at 40 minutes so that nobody had to pay for using the platforms like Zoom. As more students got accustomed to the medium, later the length and frequency was increased, while receiving feedbacks from the end-users.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Location	Rural
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9.No. of IQAC meetings held during the year			2		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<p>1. As the teaching community was considered to be among the at-risk frontline workers, faculties in age-appropriate bracket were approached informally to get themselves vaccinated and thus reduce the possibility of vaccine-scepticism. Necessary architecture for regular sanitization drive in the college campus was also created, by utilizing funds received from the Government. 2. Online student-centric activities like MCQ tutorials through a dedicated portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc. were continued with a view to not let the morale of the student fraternity drop. 3. A structured schedule of online classes started from 05.08.2020. Local factors and the receptive ability of students were kept in mind while preparing the schedule. As more students got accustomed to the medium, the length and frequency of classes were increased later. 4. In order to ensure Covid-protocols like social distancing, initiatives were undertaken by all departments to train the students effectively, while conducting the pending University examinations, so that they become confident in online submission of answer-scripts. Efforts by WBSU to make up for the lost time was also responded commensurately by all faculties. 5. Following the project proposals included in RUSA-DPR, many infrastructural developmental works were undertaken. Significant among these were SITC of 100KVA Sound-proof diesel generator, renovation Work of Geography Building etc. Along with these, Desktop computers for Computer Lab and Laptops with allied peripherals, high-end science laboratory equipment and accessories were procured,</p>		

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13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	23/02/2022

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

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

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**20.Distance education/online education:****Extended Profile****1.Programme**

1.1	474
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	5159
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1334
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1165
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	62
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	69
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	9622436
4.3 Total number of computers on campus for academic purposes	102

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution adheres to the CBCS curriculum planned and designed by the affiliating university and, by assessing the needs of learners, develops a detailed work schedule with a consideration of due weightage for each paper. For the effective delivery of the curriculum, at the commencement of every academic session, the Principal, all Head of the Departments along with the IQAC co-ordinator take initiative to:

- Prepare academic/event calendar of the college

- Prepare Holiday List
- Prepare class routine
- Formation of committees, cells with members from faculty and students.

The same are communicated to all the stakeholders through institutional website. During this pandemic period a series of interactive activities like power point presentations, quiz etc. are conducted along with online classroom lectures to give the students practical insights into the curriculum. The curriculum is enriched by the participation of our teachers in the Board of Studies and academic meetings of the affiliating university. Semester based detailed year plans are prepared and distributed to the post graduate students at the commencement of academic session. The Head of the institution takes feedback of the departmental meetings and ensures the completion of semester successfully.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.tgc.ac.in/images/Academic_Calendar_and_Actual_Events_2020-21.pdf

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

As an affiliated college of the West Bengal State University (WBSU), the institution strictly abides by the norms of the credit-based evaluation system of the university. Before the commencement of the semester, all the departments prepare a detailed academic calendar including the probable dates for internal examinations. Faculty members also prepare assignments and case studies in advance. They also prepare a set of multiple choice question bank in the institutional AIMES cloud system. Following the university instructions in accordance with UGC guidelines, the college conducts the entire internal assessment online mode in this pandemic ridden academic session. The marks obtained by the students in internal assessment and for attendance are uploaded to the university website within stipulated time. For Postgraduate courses, the examination pattern follows the norms set by the WBSU. In addition to these formal assessments, class tests,

assignments, syllabus revision and students' presentation are integral to the classroom teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.tgc.ac.in/images/Academic Calendar and Actual Events 2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

42

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

15

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

582

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution integrates issues related to gender, environment and sustainability, human values and professional ethics in its curriculum and co-curricular activities. Issues related with environment and sustainability are integrated into courses of Zoology, Botany, Geography, Physics and Chemistry. Courses that teach gender and human values in its curricula are Bengali, English, Sanskrit, History, Philosophy and Political Science.

The Students' Grievance Cell in the college is formed in order to protect Human Values and provide students with support in all facets of their education. With utmost care and sensibilities, the cell address the issues related to the Students' Grievance as and when reported.

For the sake of creating a gender-sensitive and friendly environment in our campus, the Women's Development Cell takes care of the issues related to gender. Empowering women in leadership roles is an institutional priority and awareness campaigns are conducted to attain the said purpose. Keeping multiculturalism, egalitarianism, diversity, and gender equality in mind, events like the Independence and Republic Day celebration, and numerous cultural programmes are organized in our institution. However most of these scheduled programmes/campaigns are not conducted in this year due to Covid-19 outbreak.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

65

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	http://www.tgc.ac.in/index.php?option=com_content&view=article&id=205&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.tgc.ac.in/index.php?option=com_content&view=article&id=205&Itemid=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2394

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1526

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

During this pandemic time span classes are taken online. Online routine has been provided to the students. A slot has been allotted for tutorial classes to assist backward students. Taki Government college cater many first generation learner, some of them are academically backward students. In the pandemic situation they needed extra care and affection, also financial support. Teachers took this responsibility gladly and extended their all possible help to the backward students through one to one correspondence via whatsapp. Economic support was provided to both academically weaker and better students through net banking. Academically bright students are nurtured with advanced study materials in whatsapp group. Considering the remote dwelling place of students where net connectivity is poor and affordability of students to buy net data, extra classes could not be allotted in the routine for the better students.

File Description	Documents
Paste link for additional information	http://www.tgc.ac.in/pdf/TGC_Ad-Hoc_Timetable_Online_2020-21_Session.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
5159	62

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

It was not possible to take practical classes when college was closed due to pandemic. However demonstrations were made showing you-tube channels in science subjects. In humanities, some departments used films to impart experiential learning to the student. A student's perception towards society is in essence experiential learning. PG departments took initiative to enhance this perception through their PG dissertations. To enhance problem solving skill, students were provided multiple choice questions in the portal opened by the college for online teaching learning. The students got exposed with the problems, tried to solve it. Then the answers were uploaded in the portal to support them. Some examples are provided in the additional information.

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

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

Teachers used laptop, projector and smart class room as ICT

enabled tools before pandemic situation. During pandemic situation teachers used to take classes from home and used their own laptop or desktop and personal net connection. Graphic tablets were also used by majority of the teachers to have an effect of blackboard and classroom teaching. Using these tools teachers used Google platform to take online classes. The college provided a portal where teachers uploaded their class notes and study materials. Questions were also uploaded there to enhance skill of the students. Apart from that teachers often formed whatsapp groups of the students and encouraged them to clear their doubts there. You tube links, website links for study materials, e-books were shared in this platform. Few examples are shown in additional information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

62

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

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

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

32

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

336

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Academic calendar is published in the beginning of the academic year. Internal assessment time span is mentioned in the academic calendar which is matched with the time slot mentioned by our affiliating university, WBSU. Students get the information of internal assessment well ahead so that they can prepare themselves properly. Their answer scripts are evaluated and marks are uploaded to the official portal of WBSU. Officially internal assessment is taken once per semester, but teachers take class tests to monitor students progress continuously.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

No grievance regarding internal assessment has been received yet.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Taki Government College is an affiliated college under West Bengal State University (WBSU), and all UG programmes and courses have been designed by the university itself where as the college runs two autonomous PG courses in Bengali and English. All UG programme and course outcomes are, therefore, part of the University curriculum. The programme of study offered by each department , course material and learning outcomes of all UG courses are clearly displayed on the college website. Moreover, syllabi of the courses offered in UG programme are available with each academic department as well as website of affiliating University. The teaching plan of the curricula is available at each department and the "Banglar Ucha Siksha portal".

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.tgc.ac.in/pdf/naac/16521895573_23_AQAR-Docu-2-6-1-PO-PSO-and-CO-TGC.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Taki Government College evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes during the year through internal exams, end-semester exams, assignment, presentations, viva-voce exams and others, following notifications issued by WBSU. The students displayed a success rate of 100% for this academic year and even rate of students progression to higher education is higher.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.tgc.ac.in/pdf/naac/16521895573_23_AQAR-Docu-2-6-1-PO-PSO-and-CO-TGC.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1177

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://tgc.ac.in/pdf/naac/AQAR-Criteia-2-6-3-2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://tgc.ac.in/pdf/igac/Student_Satisfaction_Survey_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Taki Government College started its journey since 1950 and this college has always tried to provide an ambience for the transfer of knowledge. Students' Seminars (both offline and online) are arranged in order to ensure better comprehension of a topic and this has proved to be extremely beneficial to students. The institution has a Research Sub-Committee under the Teachers' Council which is entrusted with the duty of organizing seminars. It also encourages teachers to undertake research projects and conduct research work. At present 1 faculty member from Department of Geography are registered as research supervisors, providing guidance to scholars under them. As Taki Government college is located at the bank of the river Ichhamati and nearby a local Mangrove forest namely "Golpatar Jungle", it has taken an initiative to survey this nearby ecosystem and create a Local Study Centre of Mangrove Ecosystem. Considering the richness of mangrove floras, the area offers habitat to a variety of species. Students from the departments of Zoology, Botany and Geography have visited Golpata forest and their studies on Mini-Sundarbans have helped them in gaining an on-field preliminary knowledge of the ecosystem.

All these have definitely contributed in sustaining an ecosystem involving transfer of knowledge.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=206&Itemid=0
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

No extension activities could be performed due to Covid situation.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

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

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Taki Government College has grown organically since 1950 and it caters to a large geographical catchment area. In recent years the student intake has increased due to affirmative policies of the

Government. Each academic year more than 5000 students become part of the teaching-learning process. Considering these factors, the number of classes and laboratories (34 + 09 = 43 in number) and computers (102 in number) may seem inadequate. However, the college resorts to inventive methods to achieve balance between quantity and quality. The college hour has been divided into two sessions: Morning and Day. Classes for BA Programme Course are conducted in the Morning session and classes for B.A Honours, B.Sc. Honours and B.Sc. Programme Course are conducted in the Day session. Thus, same infrastructural facilities are utilized for different courses. Practical sessions for Physics and Chemistry are conducted in multiple batches. The master routine ensures that a course having large group of students is provided with larger classrooms, and faculties take the assistance of microphones. Presently, the institute has planned for a separate multi-storied building and submitted the proposal to the Government and waiting for approval of the same.

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

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

Lack of a large contiguous land parcel is a legacy issue since the inception of the College. However, the institutional playground within the college premises (in front of the Geography Department) is adequate for games like volleyball, badminton etc. and can even accommodate practice sessions for football, cricket etc. For indoor games like Table Tennis, Carrom etc. students' common room can be utilized. Cultural and recreational programmes are usually arranged in the Seminar Hall or in the galleries (Room No. 7, 17 and 25). For Annual Sports Meet and other team-events, one large playground, maintained by a local club named 'Aryan Club', is availed free of cost. Generally cultural programmes like Annual Fest and Freshers' Welcome are arranged within the college premises with temporary structures. Occasionally, the local auditorium of the Taki Municipality is also availed for larger congregations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=47&Itemid=0

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

09

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.tgc.ac.in/pdf/TGC-Classrooms and Lab with ICT.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

85,91,953

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software - Koha
- Nature of automation (fully or partially) - Partially
- Version - 3.16.2003
- Year of Automation - 2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

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

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

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

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

While the shortcomings of the traditional methods of teaching-learning process have been exposed during the Covid-19 pandemic, it has imparted a valuable lesson about creating a robust IT infrastructure to offset the disruptive influences in the future. Though the classes were conducted fully in online mode and teachers took their classes from their own home during this period, everyone felt the need for upgradation of IT facility available at the institutional level. Currently, all the departments and the College office are connected with high-speed broadband internet either through wired or wireless mode. However, there is a minor hindrance in this regard in connection with the availability of adequate funds. This College is under direct supervision of Higher Education Department, Govt. of West Bengal and all expenditures are subject to approval of competent authorities. Hence the College cannot independently upgrade its IT facilities including the Wi-Fi facility. However, the College sends proposals to the Government for upgrading physical and digital infrastructure from time to time. There is also an issue over the jammers used by local BSF authorities, resulting in poor telecom connectivity in this remote locality, over which the College has little control.

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

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

10,30,483

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution is fully owned by the Government of West Bengal. Development grant from the Government is one of the major sources for procuring, augmenting educational resources like books, journals, laboratory consumables and library resources. Upon receiving of such grants a meeting is conducted by the Principal

with all the Heads of the Departments and the funds are distributed proportionately and/or as per requirement as far as practicable.

Quotations are invited from the vendors. The advertisements are published as per the Government norms. The procedures which the college follows are listed below:

1. The required maintenance work is mainly performed by the Public Works Department (PWD), Govt. of West Bengal.

2. The college has engaged in-house staff for maintaining hygiene, cleanliness.

3. Some of the physical and infrastructural facilities and equipment of the college are under annual maintenance contracts, to ensure optimum working condition.

4. Internet and computer related issues are brought to notice of the designated agency.

5. A stock register for the available equipment is well maintained by every department and is also audited from time to time.

6. Periodic reporting of the requirements for the repairs and maintenance works are submitted by the HoDs to the college administrative office. The office coordinates these issues with PWD, WB in concurrence with the Principal or Officer-in-Charge.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4719

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

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

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

0

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

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

179

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

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

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

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

During the year 2020-2021, there was no scope to conduct Student's Council Election in the College. The election of Class Representatives for the formation of the Student's Council was kept on hold by the State Government. Despite all odds, the members elected the year before as members of the Student's Council, including the General Secretary, have been of immense help to the teaching and non-teaching staff. Aiding in several administrative works such as admission, documentation, and time to time relaying valuable information to existing students through social websites, especially during the pandemic. These previously elected members have also been of great support, creating motivation and enthusiasm among students during various cultural celebrations organized either on virtual platforms or on-campus events.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

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

5.4 - Alumni Engagement

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

The college maintains an informal association of the alumni, which is yet to be registered. They function independent of the college authority, and the stakeholders endeavor to create the best possible atmosphere for future development and networking of the college alumna/alumnus. It is hoped that such an autonomously functioning body will ensure that the contributors of the association will take an active interest in the development activities of the college, and act as a beacon in the future.

The Association maintains an independent bank account as a body corporate at Allahabad Bank/ Indian Bank under the name of Taki Government College Alumni Association, bearing A/c no 50452082908 and CIF No. 3026897706-7.

Due to the emergent pandemic situation, the association has been unable to physically organise any on-site activity or contribute through other usual commitments. Nonetheless, they form an integral part of the college, and as stakeholders look out for its best interests. It is wished that the Alumni Association will

contribute to the advancement of the institution, with its stakeholders forming an integral part of the society.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Taki Government College is positioned in one of West Bengal's fringe district the 24-Parganas(North) where the students mainly come from marginalized agrarian families. The Institution aims to provide wholesome education to all by creating a teaching learning environment commensurate with the specific learning needs and challenges of the students and eventually nurtures the spirit of inclusiveness. The College provides proper guidance and training to students through personality and soft-skill development programs and career counselling sessions. The College, apart from imparting education, encourages students to avail the benefits of different scholarship schemes like Minority Scholarship, SC/ST/OBC Scholarship etc which provide them the necessary financial support. The Institution also offers free-ships to students and financial assistance through Students' Aid Fund for pursuing College education. The female students are entitled to the Kanyashree scholarship alongside other mentioned scholarships. The Institution also provides hostel accommodation to the students coming from distant villages. This Institution, keeping in tune with its vision-mission-priority-thrust initiatives aims to inculcate knowledge and human values within the students' minds and encourage these young aspirants to evolve into responsible future citizens of this country.

File Description	Documents
Paste link for additional information	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0
Upload any additional information	No File Uploaded

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

Taki Government College, being a Government Institution, remains under direct authoritative supervision of Education Directorate (ED) which exerts jurisprudence with that of DHESTB, GovtWB. In academic matter the College is guided by the affiliating West Bengal State University's (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. Further, the Principal also acts as the drawing and disbursing officer (DDO) of the Institution and monitors the financial matters of the College.

Taki Government College practices decentralization and participative management. 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. Teacher representatives in the Governing Body and the IQAC contribute significantly in setting and implementation of institutional goals. Feedback is collected from the stakeholders and analyzed and steps are taken on the basis of the feedbacks received.

File Description	Documents
Paste link for additional information	https://www.tgc.ac.in/pdf/naac/organogram_taki.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the current scenario of COVID-19 pandemic, the college planned to address the students' needs through online classes, sharing of on-line learning resources and video lectures. Several factors like digital divide, lack of smartphone penetration and/or weak network strength in the region, financial hardship faced by the families of students due to the lockdown, devastating effect of cyclone Amphan etc prevented a section of the students from attending the online classes. So steps were taken to make the online teaching and resource sharing as inclusive as possible. Online activities like MCQ tutorials through a dedicated cloud portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc. were continued with a view to not let the morale of the student fraternity drop. To reap the free benefits of various online platforms, class length was initially kept at 40 minutes so that nobody had to pay for using the platforms like Zoom. As more students got accustomed to the medium, the length and frequency was increased later, while receiving feedback from them.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.tgc.ac.in/images/IOAC_meeting_2020.pdf
Upload any additional information	No File Uploaded

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

Taki Government College functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Department of Higher Education, Science & Technology and Biotechnology (DHESTB), Government of West Bengal. The Education Directorate, in consonance with the DHESTB, frames Educational Policies and does long-term planning for institutional growth and development albeit taking initiating suggests from the Institution. The DHESTB along with ED directly oversees the financial aspects of the Institution and provides Salaries, Development Grants under various Planned and Non-planned heads and further delves into different aspects of

administration. The combine of DHESTB & ED also controls matters relating to appointments, promotions, transfers and allied aspects of Employees of the College. Curriculum, examination pattern and modalities are determined by the affiliating university (West Bengal State University (WBSU)).

Head of the institution, the Principal, does primary liaison with the regulating & controlling organs, the DHESTB, the ED, the Governing Body and the affiliating West Bengal State University (WBSU). The institution functions according to the principles of democratic and participative management. In all matters be it academic, administrative or financial the Principal seeks suggestions from every stakeholder.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.tgc.ac.in/pdf/naac/organogram_taki.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching

West Bengal Health Scheme For All EmployeesAnd Pensioners Cashless MedicalTreatment Scheme,2014

- SwasthyaSathi Scheme of the Government of West Bengal (Health Scheme for all SACT).

- Leave Travel Concession(LTC)

- Facility for eLibrary

- Staff Quarters

- GPF loan

Non-teaching

- West Bengal Health Scheme For All EmployeesAnd Pensioners Cashless Medical Treatment Scheme,2014.

SwasthyaSathi Scheme of the Government of West Bengal (Health Scheme for all casual staff members).

- Low budget canteen

Festival Bonus(for Group D employees),

Staff Quarters

- GPF loan

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution being governed by the Government of West Bengal the teaching staff members have to submit their appraisal online in the form of SAR which is thoroughly cross checked via hierarchical cadre administration system.

For career advancement of the teaching and non teaching staff there is Performance Appraisal System. The Performance Appraisal System for teaching and non-teaching staff strictly follows the Government Guidelines vide (G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal). The Internal Quality Assurance Cell (IQAC) of the institution invites applications in the prescribed proforma from the teaching faculty members. The applications are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The Screening/Selection Committee verifies the applications and then the verified files are sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules.

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

6.4 - Financial Management and Resource Mobilization

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

- **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 external audit was carried out between 08.04.2021 to 23.04.2021 by the audit team of the Office of the Principal Accountant General (G SS Audit) WB, Kolkata verifying all financial transactions up to March, 2021.

- **Internal Audit of the Institution:** Physical verification of assets is done randomly every year. Internal audit of all the stocks, assets and allied registers are carried out by the teachers of the concerned departments and similarly all the stocks, assets and allied registers of the College central Library are carried by the Librarian and Library committee member (teachers from various departments) and staff members of the Library and if any discrepancy is noted they report to the Principal of the college for further proceedings. Last internal audit of all the departments and Central Library of the 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.

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

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

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

0

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

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

Being a Government institution, the source of funds is from the Government of WestBengal. The salary component of funds is fully under the jurisdiction of theGovernment of West Bengal. Excluding the salary component, the institution appliesto the government for administrative approval stating the justification and fund requirement for academic, physical and support facilities. Funds were also received under the RUSA Scheme and from the research projects. Departments, Central Library and different units apply to the Principal for the purchase/ maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the Departmental Heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all activities such as inviting tender/quotations, preparing comparative statement and payments strictly following the Government Guidelines in all purchases. On receipt of the respective resources, concerned department/library/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within Warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

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

6.5 - Internal Quality Assurance System

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

Since its establishment, IQAC of Taki Government College initiated and institutionalized a number of quality assurance and enhancement strategies, like regular arrangement of departmental seminars, workshop inviting external speakers, outreach programs to enhance awareness on several environmental and social issues, encouraging the faculty members towards research through procurement of instruments etc. But due to the prevailing COVID pandemic situation all these practices had to be temporarily suspended. The IQAC members urged all stake holders to follow the advisories issued by the Government and medical fraternity and emphasized the necessity of regular and adequate sanitization of the college campus.

Due to uncertainty in reopening of college and resumption of usual teaching learning practices in college campus due to successive lock-down situation, the IQAC members realized and emphasized the necessity of providing assistance to the students to progress with their studies and academic proceedings. On IQAC's suggestion, schedule of online interactive sessions between teachers and students were framed, MCQ tutorials relevant study materials were made available to the students through a dedicated portal. Another significant contributions made by IQAC during the current year also include academic audit of the applications of faculty members for promotion under the Career Advancement Scheme.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

Procurement of Instruments from RUSA funds

Keeping in view the need for improvement of teaching learning practices and research activities as suggested by IQAC from time to time, a number of high-end instruments were procured as per requirements of various Departments along with computers with peripherals utilizing the grant of Rs. 2 crore received under RUSA 2.0 component 9. Installation of Diesel generator, on-grid solar power plant, renovation work of Geography Department and installation of a weather station in the geography department to predict some environmental factors were also carried out utilizing the RUSA fund.

Online Question Bank and Study materials for the students for augmentation of their studies and ready reference in the COVID 19 situation.

As normal classes could not be hold in the college campus during the lockdown period, the IQAC members encouraged the teachers to prepare knowledge based MCQ and study material for the students to help them to carry out their studies in the pandemic situation. Those were uploaded in a dedicated portal for their access and study. This proved to be an innovative way out to facilitate their study. Students were provided with important links of e-books through various whatsapp groups.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.tgc.ac.in/images/IOAC_meeting_2020.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Topics on Gender and Feminism are a part of the syllabus in our humanities and social science departments to help gradually instill gender sensitization among our students. At present five Departments deal with Gender related issues and topics as part of their General electives, Honours and Post-graduate syllabi. The gender related topics that are taught are extremely varied and include the following areas; studies on feminism, literature and nonfictional works by women authors; writings on or about women by well known authors; gender as a social issue and sociology of gender; gendered inequalities, education and politics; women's empowerment and empowerment policies, democratic awareness through legal literacy, social issues and movements in India; and women studies in India. These courses draw the attention of students as to how gender ideologies play a major role in defining gendered relations in the place of work, in the field of politics on the one hand and in giving rise to situations of gender violence on the other. Topics on Feminist theory, Western-Indian Feminism as well as issues addressing reservation of women in grass root democracy in Indian polity are also emphasized in the different curricula.

File Description	Documents
Annual gender sensitization action plan	https://tgc.ac.in/pdf/naac/7.1.1_gender_in_syllabus.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://tgc.ac.in/pdf/naac/7.1.1_safety_and_security.pdf

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

C. Any 2 of the above

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

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

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.

?Solid waste management& Wasterecycling system:

- 1. Waste boxes were kept in each and every corner of the college and handled by the concerned employees of the college.**
- 2. Washroom chambers are vacated periodically through Civic Services to proximal dumping ground for consequent biofertilizer.**
- 3. Washrooms are being regularly sanitised using eco-friendly chemicals.**
- 4. Periodic awareness campaignsfor all stakeholders.**

5. Waste papers and materials are recycled or disposed through proper mechanism.

6. The hostelkitchen wastes are categorised and appropriately managed.

? 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 and vendors are encouraged to recycle usable parts of discarded e-waste materials.

? Liquid waste management:

Waste chemicals in the chemistry laboratories are properly disposed.

? Green Campus Initiatives:

Green initiatives like planting of trees are taken to make the campus eco-friendly. Care is taken to reduce paper wastage and substituting softcopies wherever possible.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage

B. Any 3 of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Coastal areas in West Bengal comprising of North 24 Parganas, South 24 Parganas, Kolkata, Hoogly were largely affected by the cyclone almost in every year. On May, 2020, a super cyclone 'Amphan' also made landfall as a very severe cyclonic storm in West Bengal. The storm was considered the strongest to hit the region over a decade. Thousands of people were affected and the greatest inundations were observed in the islands of the Sundarban region.

Taki Government College is situated very near to the coastal area of South 24 Parganas covering a wing of Sundarban, the most devastated area under this condition. Our institution is always committed towards the development of the community in and around it and as a part of 'Social Outreach Program', a team of our present and former students and teachers went to some remote villages like West Ghuni, Polepara, Hasnabad, North 24 Parganas, West Bengal on 4th July, 2020 to restore the lives of those affected by cyclonic storm Amphan, including poor and marginalized people, women headed households, older people and pregnant and lactating mothers. 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution always takes initiatives to sensitize students and employees towards values, duties, rights and responsibilities of citizens. A program titled journey into the creative world of Rabindra Nath Tagore was organized by Taki Govt College on 7th May 2021 with the participation of Bucharest University of Economic Studies to remember Rabindranath Tagore on his birth anniversary. The Institute also celebrates Independence Day, Republic Day and also Foundation day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://youtu.be/MuytE05qw5ohttps
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, the institution organizes both national and international commemorative days, events and festivals in the college campus. During the session 2020-21, due to worldwide lockdown and Covid-19 pandemic situation, it was very difficult to organize such events in offline mode. However Taki Govt college has celebrated few like Independence day, College Foundation day Republic Day as well as a program was also organized to celebrate birth anniversary of Rabindranath Tagore in the online mode. His Excellency, Rahul Srivastava Indian Ambassador to Romania Moldova and Albania was also present in the online program organized by Taki Govt. College with participation of Bucharest University of Economic Studies.

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

7.2 - Best Practices

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

Best Practice: I

TITLE OF THE PRACTICE: Introduction of "online Teaching -Learning

& Assessment" software module to substantiate the total decline of traditional educational practices during Pandemic situation.

Best Practice: 11

TITLE OF THE PRACTICE: Development of skills of the PG (Bengali) students towards Reviewing Books.

File Description	Documents
Best practices in the Institutional website	https://tgc.ac.in/pdf/naac/7.2_best_practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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. The socio-economic background of the students is not at the highest level. Digital illiteracy and data cost stood as the main problems for the students. However, we have chosen 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 for betterment of our students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution adheres to the CBCS curriculum planned and designed by the affiliating university and, by assessing the needs of learners, develops a detailed work schedule with a consideration of due weightage for each paper. For the effective delivery of the curriculum, at the commencement of every academic session, the Principal, all Head of the Departments along with the IQAC co-ordinator take initiative to:

- Prepare academic/event calendar of the college
- Prepare Holiday List
- Prepare class routine
- Formation of committees, cells with members from faculty and students.

The same are communicated to all the stakeholders through institutional website. During this pandemic period a series of interactive activities like power point presentations, quiz etc. are conducted along with online classroom lectures to give the students practical insights into the curriculum. The curriculum is enriched by the participation of our teachers in the Board of Studies and academic meetings of the affiliating university. Semester based detailed year plans are prepared and distributed to the post graduate students at the commencement of academic session. The Head of the institution takes feedback of the departmental meetings and ensures the completion of semester successfully.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.tgc.ac.in/images/Academic_Calendar_and_Actual_Events_2020-21.pdf

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

As an affiliated college of the West Bengal State University (WBSU), the institution strictly abides by the norms of the credit-based evaluation system of the university. Before the commencement of the semester, all the departments prepare a detailed academic calendar including the probable dates for internal examinations. Faculty members also prepare assignments and case studies in advance. They also prepare a set of multiple choice question bank in the institutional AIMES cloud system. Following the university instructions in accordance with UGC guidelines, the college conducts the entire internal assessment online mode in this pandemic ridden academic session. The marks obtained by the students in internal assessment and for attendance are uploaded to the university website within stipulated time. For Postgraduate courses, the examination pattern follows the norms set by the WBSU. In addition to these formal assessments, class tests, assignments, syllabus revision and students' presentation are integral to the classroom teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.tgc.ac.in/images/Academic_Calendar_and_Actual_Events_2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

42

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

582

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates issues related to gender, environment and sustainability, human values and professional ethics in its curriculum and co-curricular activities. Issues related with environment and sustainability are integrated into courses of Zoology, Botany, Geography, Physics and Chemistry. Courses that teach gender and human values in its curricula are Bengali, English, Sanskrit, History, Philosophy and Political Science.

The Students' Grievance Cell in the college is formed in order to protect Human Values and provide students with support in all facets of their education. With utmost care and sensibilities, the cell address the issues related to the Students' Grievance as and when reported.

For the sake of creating a gender-sensitive and friendly environment in our campus, the Women's Development Cell takes care of the issues related to gender. Empowering women in leadership roles is an institutional priority and awareness campaigns are conducted to attain the said purpose. Keeping multiculturalism, egalitarianism, diversity, and gender equality in mind, events like the Independence and Republic Day celebration, and numerous cultural programmes are organized in our institution. However most of these scheduled programmes/campaigns are not conducted in this year due to Covid-19 outbreak.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

65

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	C. Any 2 of the above
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institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.tgc.ac.in/index.php?option=com_content&view=article&id=205&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.tgc.ac.in/index.php?option=com_content&view=article&id=205&Itemid=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2394

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1526	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

During this pandemic time span classes are taken online. Online routine has been provided to the students. A slot has been allotted for tutorial classes to assist backward students. Taki Government college cater many first generation learner, some of them are academically backward students. In the pandemic situation they needed extra care and affection, also financial support. Teachers took this responsibility gladly and extended their all possible help to the backward students through one to one correspondence via whatsapp. Economic support was provided to both academically weaker and better students through net banking. Academically bright students are nurtured with advanced study materials in whatsapp group. Considering the remote dwelling place of students where net connectivity is poor and affordability of students to buy net data, extra classes could not be allotted in the routine for the better students.

File Description	Documents
Paste link for additional information	http://www.tgc.ac.in/pdf/TGC Ad-Hoc Timetable Online 2020-21 Session.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
5159	62

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

It was not possible to take practical classes when college was closed due to pandemic. However demonstrations were made showing you-tube channels in science subjects. In humanities, some departments used films to impart experiential learning to the student. A student's perception towards society is in essence experiential learning. PG departments took initiative to enhance this perception through their PG dissertations. To enhance problem solving skill, students were provided multiple choice questions in the portal opened by the college for online teaching learning. The students got exposed with the problems, tried to solve it. Then the answers were uploaded in the portal to support them. Some examples are provided in the additional information.

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

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

Teachers used laptop, projector and smart class room as ICT enabled tools before pandemic situation. During pandemic situation teachers used to take classes from home and used their own laptop or desktop and personal net connection. Graphic tablets were also used by majority of the teachers to have an effect of blackboard and classroom teaching. Using these tools teachers used Google platform to take online classes. The college provided a portal where teachers uploaded their class notes and study materials. Questions were also uploaded there to enhance skill of the students. Apart from that teachers often formed whatsapp groups of the students and encouraged them to clear their doubts there. You tube links, website links for study materials, e-books were shared in this platform. Few examples are shown in additional information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

62

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

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

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

32

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

336

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Academic calendar is published in the beginning of the academic year. Internal assessment time span is mentioned in the academic calendar which is matched with the time slot mentioned by our affiliating university, WBSU. Students get the information of internal assessment well ahead so that they can prepare themselves properly. Their answer scripts are evaluated and marks are uploaded to the official portal of WBSU. Officially internal assessment is taken once per semester, but teachers take class tests to monitor students progress continuously.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

No grievance regarding internal assessment has been received yet.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Taki Government College is an affiliated college under West Bengal State University (WBSU), and all UG programmes and courses have been designed by the university itself where as the college runs two autonomous PG courses in Bengali and English. All UG programme and course outcomes are, therefore, part of the University curriculum. The programme of study offered by each department , course material and learning outcomes of all UG courses are clearly displayed on the college website. Moreover, syllabi of the courses offered in UG programme are available with each academic department as well as website of affiliating University. The teaching plan of the curricula is available at each department and the "Banglar Ucha Siksha portal".

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.tgc.ac.in/pdf/naac/1652189557323_AQAR-Docu-2-6-1-PO-PSO-and-CO-TGC.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Taki Government College evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes

during the year through internal exams, end-semester exams, assignment, presentations, viva-voce exams and others, following notifications issued by WBSU. The students displayed a success rate of 100% for this academic year and even rate of students progression to higher education is higher.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.tgc.ac.in/pdf/naac/1652189557323_AQAR-Docu-2-6-1-PO-PSO-and-CO-TGC.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1177

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://tgc.ac.in/pdf/naac/AQAR-Criteia-2-6-3-2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://tgc.ac.in/pdf/iqac/Student_Satisfaction_Survey_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****1**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Taki Government College started its journey since 1950 and this college has always tried to provide an ambience for the transfer of knowledge. Students' Seminars (both offline and online) are arranged in order to ensure better comprehension of a topic and this has proved to be extremely beneficial to students. The institution has a Research Sub-Committee under the Teachers' Council which is entrusted with the duty of organizing seminars. It also encourages teachers to undertake research projects and conduct research work. At present 1 faculty member from Department of Geography are registered as research supervisors, providing guidance to scholars under them. As Taki Government college is located at the bank of the river Ichhamati and nearby a local Mangrove forest namely "Golpatar Jungle", it has taken an initiative to survey this nearby ecosystem and create a Local Study Centre of Mangrove Ecosystem. Considering the richness of mangrove floras, the area offer habitat to a variety of species. Students from the departments of Zoology, Botany and Geography have visited Golpata forest and their studies on Mini- Sundarbans have helped them in gaining an on-field preliminary knowledge of the ecosystem.

All these have definitely contributed in sustaining an ecosystem involving transfer of knowledge.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=206&Itemid=0
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and

papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

No extension activities could be performed due to Covid situation.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with**

industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year
3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

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

3.5 - Collaboration
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Taki Government College has grown organically since 1950 and it caters to a large geographical catchment area. In recent years the student intake has increased due to affirmative policies of the Government. Each academic year more than 5000 students become part of the teaching-learning process. Considering these factors, the number of classes and laboratories (34 + 09 = 43 in number) and computers (102 in number) may seem inadequate. However, the college resorts to inventive methods to achieve balance between quantity and quality. The college hour has been divided into two sessions: Morning and Day. Classes for BA Programme Course are conducted in the Morning session and classes for B.A Honours, B.Sc. Honours and B.Sc. Programme

Course are conducted in the Day session. Thus, same infrastructural facilities are utilized for different courses. Practical sessions for Physics and Chemistry are conducted in multiple batches. The master routine ensures that a course having large group of students is provided with larger classrooms, and faculties take the assistance of microphones. Presently, the institute has planned for a separate multi-storied building and submitted the proposal to the Government and waiting for approval of the same.

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

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

Lack of a large contiguous land parcel is a legacy issue since the inception of the College. However, the institutional playground within the college premises (in front of the Geography Department) is adequate for games like volleyball, badminton etc. and can even accommodate practice sessions for football, cricket etc. For indoor games like Table Tennis, Carrom etc. students' common room can be utilized. Cultural and recreational programmes are usually arranged in the Seminar Hall or in the galleries (Room No. 7, 17 and 25). For Annual Sports Meet and other team-events, one large playground, maintained by a local club named 'Aryan Club', is availed free of cost. Generally cultural programmes like Annual Fest and Freshers' Welcome are arranged within the college premises with temporary structures. Occasionally, the local auditorium of the Taki Municipality is also availed for larger congregations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=47&Itemid=0

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

09	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.tgc.ac.in/pdf/TGC-Classrooms_and_Lab_with_ICT.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File
4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)	
4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)	
85,91,953	
File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<ul style="list-style-type: none"> • Name of ILMS software - Koha • Nature of automation (fully or partially) - Partially • Version - 3.16.2003 • Year of Automation - 2016 	

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

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

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

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

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

While the shortcomings of the traditional methods of teaching-learning process have been exposed during the Covid-19 pandemic, it has imparted a valuable lesson about creating a robust IT infrastructure to offset the disruptive influences in the future. Though the classes were conducted fully in online mode and teachers took their classes from their own home during this period, everyone felt the need for upgradation of IT facility available at the institutional level. Currently, all the departments and the College office are connected with high-speed broadband internet either through wired or wireless mode. However, there is a minor hindrance in this regard in connection with the availability of adequate funds. This College is under direct supervision of Higher Education Department, Govt. of West Bengal and all expenditures are subject to approval of competent authorities. Hence the College cannot independently upgrade its IT facilities including the Wi-Fi facility. However, the College sends proposals to the Government for upgrading physical and digital infrastructure from time to time. There is also an issue over the jammers used by local BSF authorities, resulting in poor telecom connectivity in this remote locality, over which the College has little control.

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

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

10,30,483

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution is fully owned by the Government of West Bengal. Development grant from the Government is one of the major sources for procuring, augmenting educational resources like books, journals, laboratory consumables and library resources. Upon receiving of such grants a meeting is conducted by the Principal with all the Heads of the Departments and the

funds are distributed proportionately and/or as per requirement as far as practicable.

Quotations are invited from the vendors. The advertisements are published as per the Government norms. The procedures which the college follows are listed below:

1. The required maintenance work is mainly performed by the Public Works Department (PWD), Govt. of West Bengal.
2. The college has engaged in-house staff for maintaining hygiene, cleanliness.
3. Some of the physical and infrastructural facilities and equipment of the college are under annual maintenance contracts, to ensure optimum working condition.
4. Internet and computer related issues are brought to notice of the designated agency.
5. A stock register for the available equipment is well maintained by every department and is also audited from time to time.
6. Periodic reporting of the requirements for the repairs and maintenance works are submitted by the HoDs to the college administrative office. The office coordinates these issues with PWD, WB in concurrence with the Principal or Officer-in-Charge.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4719

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

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

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

0

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

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

179

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

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

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

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

During the year 2020-2021, there was no scope to conduct Student's Council Election in the College. The election of Class Representatives for the formation of the Student's Council was kept on hold by the State Government. Despite all odds, the members elected the year before as members of the Student's Council, including the General Secretary, have been of immense help to the teaching and non-teaching staff. Aiding in several administrative works such as admission, documentation, and time to time relaying valuable information to existing students through social websites, especially during the pandemic. These previously elected members have also been of great support, creating motivation and enthusiasm among students during various cultural celebrations organized either on virtual platforms or on-campus events.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

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

5.4 - Alumni Engagement

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

The college maintains an informal association of the alumni, which is yet to be registered. They function independent of the college authority, and the stakeholders endeavor to create the best possible atmosphere for future development and networking of the college alumna/alumnus. It is hoped that such an autonomously functioning body will ensure that the contributors of the association will take an active interest in the development activities of the college, and act as a beacon in the future.

The Association maintains an independent bank account as a body corporate at Allahabad Bank/ Indian Bank under the name of Taki Government College Alumni Association, bearing A/c no

50452082908 and CIF No. 3026897706-7.

Due to the emergent pandemic situation, the association has been unable to physically organise any on-site activity or contribute through other usual commitments. Nonetheless, they form an integral part of the college, and as stakeholders look out for its best interests. It is wished that the Alumni Association will contribute to the advancement of the institution, with its stakeholders forming an integral part of the society.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Taki Government College is positioned in one of West Bengal's fringe district the 24-Parganas(North) where the students mainly come from marginalized agrarian families. The Institution aims to provide wholesome education to all by creating a teaching learning environment commensurate with the specific learning needs and challenges of the students and eventually nurtures the spirit of inclusiveness. The College provides proper guidance and training to students through personality and soft-skill development programs and career counselling sessions. The College, apart from imparting education, encourages students to avail the benefits of different scholarship schemes like Minority Scholarship, SC/ST/OBC Scholarship etc which provide them the necessary financial support. The Institution also offers free-ships to

students and financial assistance through Students' Aid Fund for pursuing College education. The female students are entitled to the Kanyashree scholarship alongside other mentioned scholarships. The Institution also provides hostel accommodation to the students coming from distant villages. This Institution, keeping in tune with its vision-mission-priority-thrust initiatives aims to inculcate knowledge and human values within the students' minds and encourage these young aspirants to evolve into responsible future citizens of this country.

File Description	Documents
Paste link for additional information	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0
Upload any additional information	No File Uploaded

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

Taki Government College, being a Government Institution, remains under direct authoritative supervision of Education Directorate (ED) which exerts jurisprudence with that of DHESTB, GovtWB. In academic matters the College is guided by the affiliating West Bengal State University's (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. Further, the Principal also acts as the drawing and disbursing officer (DDO) of the Institution and monitors the financial matters of the College.

Taki Government College practices decentralization and participative management. 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. Teacher representatives in the Governing Body and the IQAC contribute significantly in setting and implementation of institutional goals. Feedback is collected from the stakeholders and analyzed and steps are taken on the basis of the feedbacks received.

File Description	Documents
Paste link for additional information	https://www.tgc.ac.in/pdf/naac/organogram_taki.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the current scenario of COVID-19 pandemic, the college planned to address the students' needs through online classes, sharing of on-line learning resources and video lectures. Several factors like digital divide, lack of smartphone penetration and/or weak network strength in the region, financial hardship faced by the families of students due to the lockdown, devastating effect of cyclone Amphan etc prevented a section of the students from attending the online classes. So steps were taken to make the online teaching and resource sharing as inclusive as possible. Online activities like MCQ tutorials through a dedicated cloud portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc. were continued with a view to not let the morale of the student fraternity drop. To reap the free benefits of various online platforms, class length was initially kept at 40 minutes so that nobody had to pay for using the platforms like Zoom. As more students got accustomed to the medium, the length and frequency was increased later, while receiving feedback from them.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.tgc.ac.in/images/IQAC_meeting_2020.pdf
Upload any additional information	No File Uploaded

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

Taki Government College functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Department of Higher Education, Science & Technology and Biotechnology (DHESTB), Government of West Bengal. The Education Directorate, in consonance with the DHESTB, frames Educational Policies and does long-term planning for institutional growth and development albeit taking initiating suggests from the Institution. The DHESTB along with ED directly oversees the financial aspects of the Institution and provides Salaries, Development Grants under various Planned and Non-planned heads and further delves into different aspects of administration. The combine of DHESTB & ED also controls matters relating to appointments, promotions, transfers and allied aspects of Employees of the College. Curriculum, examination pattern and modalities are determined by the affiliating university (West Bengal State University (WBSU)).

Head of the institution, the Principal, does primary liaison with the regulating & controlling organs, the DHESTB, the ED, the Governing Body and the affiliating West Bengal State University (WBSU). The institution functions according to the principles of democratic and participative management. In all matters be it academic, administrative or financial the Principal seeks suggestions from every stakeholder.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.tgc.ac.in/pdf/naac/organogram_taki.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching

West Bengal Health Scheme For All Employees And Pensioners
Cashless Medical Treatment Scheme, 2014

- SwasthyaSathi Scheme of the Government of West Bengal (Health Scheme for all SACT).
- Leave Travel Concession(LTC)
- Facility for eLibrary
- Staff Quarters
- GPF loan

Non-teaching

- West Bengal Health Scheme For All Employees And Pensioners Cashless Medical Treatment Scheme, 2014.

SwasthyaSathi Scheme of the Government of West Bengal (Health Scheme for all casual staff members).

- Low budget canteen

Festival Bonus(for Group D employees),

Staff Quarters

- GPF loan

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution being governed by the Government of West Bengal the teaching staff members have to submit their appraisal online in the form of SAR which is thoroughly cross checked via hierarchical cadre administration system.

For career advancement of the teaching and non teaching staff there is Performance Appraisal System. The Performance Appraisal System for teaching and non-teaching staff strictly follows the Government Guidelines vide (G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/ (CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal). The Internal Quality Assurance Cell (IQAC) of the institution invites applications in the prescribed proforma from the teaching faculty members. The applications are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The Screening/Selection Committee verifies the applications and then the verified files are sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules.

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

6.4 - Financial Management and Resource Mobilization

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

- **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 external audit was carried out between 08.04.2021 to 23.04.2021 by the audit team of the Office of the Principal Accountant General (G SS Audit) WB,

Kolkata verifying all financial transactions up to March, 2021.

• Internal Audit of the Institution: Physical verification of assets is done randomly every year. Internal audit of all the stocks, assets and allied registers are carried out by the teachers of the concerned departments and similarly all the stocks, assets and allied registers of the College central Library are carried by the Librarian and Library committee member (teachers from various departments) and staff members of the Library and if any discrepancy is noted they report to the Principal of the college for further proceedings. Last internal audit of all the departments and Central Library of the 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.

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

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

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

0

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

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

Being a Government institution, the source of funds is from the Government of West Bengal. The salary component of funds is fully under the jurisdiction of the Government of West Bengal. Excluding the salary component, the institution applies to the government for administrative approval stating the justification and fund requirement for academic, physical and support facilities. Funds were also received under the RUSA Scheme and from the research projects. Departments, Central Library and different units apply to the Principal for the purchase/ maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the Departmental Heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all activities such as inviting tender/quotations, preparing comparative statement and payments strictly following the Government Guidelines in all purchases. On receipt of the respective resources, concerned department/library/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within Warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

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

6.5 - Internal Quality Assurance System

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

Since its establishment, IQAC of Taki Government College initiated and institutionalized a number of quality assurance and enhancement strategies, like regular arrangement of departmental seminars, workshop inviting external speakers, outreach programs to enhance awareness on several environmental

and social issues, encouraging the faculty members towards research through procurement of instruments etc. But due to the prevailing COVID pandemic situation all these practices had to be temporarily suspended. The IQAC members urged all stakeholders to follow the advisories issued by the Government and medical fraternity and emphasized the necessity of regular and adequate sanitization of the college campus.

Due to uncertainty in reopening of college and resumption of usual teaching learning practices in college campus due to successive lock-down situation, the IQAC members realized and emphasized the necessity of providing assistance to the students to progress with their studies and academic proceedings. On IQAC's suggestion, schedule of online interactive sessions between teachers and students were framed, MCQ tutorials relevant study materials were made available to the students through a dedicated portal. Another significant contributions made by IQAC during the current year also include academic audit of the applications of faculty members for promotion under the Career Advancement Scheme.

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

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

Procurement of Instruments from RUSA funds

Keeping in view the need for improvement of teaching learning practices and research activities as suggested by IQAC from time to time, a number of high-end instruments were procured as per requirements of various Departments along with computers with peripherals utilizing the grant of Rs. 2 crore received under RUSA 2.0 component 9. Installation of Diesel generator, on-grid solar power plant, renovation work of Geography Department and installation of a weather station in the geography department to predict some environmental factors were also carried out utilizing the RUSA fund.

Online Question Bank and Study materials for the students for

augmentation of their studies and ready reference in the COVID 19 situation.

As normal classes could not be hold in the college campus during the lockdown period, the IQAC members encouraged the teachers to prepare knowledge based MCQ and study material for the students to help them to carry out their studies in the pandemic situation. Those were uploaded in a dedicated portal for their access and study. This proved to be an innovative way out to facilitate their study. Students were provided with important links of e-books through various whatsapp groups.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.tgc.ac.in/images/IQAC_meeting_2020.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Topics on Gender and Feminism are a part of the syllabus in our humanities and social science departments to help gradually instill gender sensitization among our students. At present five Departments deal with Gender related issues and topics as part of their General electives, Honours and Post-graduate syllabi. The gender related topics that are taught are extremely varied and include the following areas; studies on feminism, literature and nonfictional works by women authors; writings on or about women by well known authors; gender as a social issue and sociology of gender; gendered inequalities, education and politics; women's empowerment and empowerment policies, democratic awareness through legal literacy, social issues and movements in India; and women studies in India. These courses draw the attention of students as to how gender ideologies play a major role in defining gendered relations in the place of work, in the field of politics on the one hand and in giving rise to situations of gender violence on the other. Topics on Feminist theory, Western-Indian Feminism as well as issues addressing reservation of women in grass root democracy in Indian polity are also emphasized in the different curricula.

File Description	Documents
Annual gender sensitization action plan	https://tgc.ac.in/pdf/naac/7.1.1_gender_in_syllabus.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://tgc.ac.in/pdf/naac/7.1.1_safety_and_security.pdf

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

C. Any 2 of the above

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

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

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.

?Solid waste management& Wasterecycling system:

1. Waste boxes were kept in each and every corner of the college and handled by the concerned employees of the college.
2. Washroom chambers are vacated periodically through Civic Services to proximal dumping ground for consequent biofertilizer.
3. Washrooms are being regularly sanitised using eco-friendly chemicals.
4. Periodic awareness campaignsfor all stakeholders.
5. Waste papers and materials are recycled or disposed through proper mechanism.
6. The hostelkitchen wastes are categorised and appropriately managed.

? 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 andvendors are encouraged to recycle usable parts of discarded e-waste materials.

? Liquid waste management:

Waste chemicals in the chemistry laboratories are properly disposed.

? Green Campus Initiatives:

Green initiatives like planting of trees are taken to make the campus eco-friendly. Care is taken to reduce paper wastage and substituting softcopies wherever possible.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Coastal areas in West Bengal comprising of North 24 Parganas, South 24 Parganas, Kolkata, Hoogly were largely affected by the cyclone almost in every year. On May, 2020, a super cyclone 'Amphan' also made landfall as a very severe cyclonic storm in West Bengal. The storm was considered the strongest to hit the region over a decade. Thousands of people were affected and the greatest inundations were observed in the islands of the Sundarban region.

Taki Government College is situated very near to the coastal area of South 24 Parganas covering a wing of Sundarban, the most devastated area under this condition. Our institution is always committed towards the development of the community in and around it and as a part of 'Social Outreach Program', a team of our present and former students and teachers went to some remote villages like West Ghuni, Polepara, Hasnabad, North 24 Parganas, West Bengal on 4th July, 2020 to restore the lives of those affected by cyclonic storm Amphan, including poor and marginalized people, women headed households, older people and pregnant and lactating mothers. 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution always takes initiatives to sensitize students and employees towards values, duties, rights and responsibilities of citizens. A program titled journey into the creative world of Rabindra Nath Tagore was organized by Taki Govt College on 7th May 2021 with the participation of Bucharest University of Economic Studies to remember Rabindranath Tagore on his birth anniversary. The Institute also celebrates Independence Day, Republic Day and also Foundation day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://youtu.be/MuytEQ5qw5o https
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, the institution organizes both national and international commemorative days, events and festivals in the college campus. During the session 2020-21, due to worldwide lockdown and Covid-19 pandemic situation, it was very difficult to organize such events in offline mode. However Taki Govt college has celebrated few like Independence day, College Foundation day Republic Day as well as a program was also organized to celebrate birth anniversary of Rabindranath Tagore in the online mode. His Excellency, Rahul Srivastava Indian Ambassador to Romania Moldova and Albania was also present in the online program organized by Taki Govt. College with participation of Bucharest University of Economic Studies.

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

7.2 - Best Practices

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

Best Practice: I

TITLE OF THE PRACTICE: Introduction of "online Teaching

-Learning & Assessment" software module to substantiate the total decline of traditional educational practices during Pandemic situation.

Best Practice: 11

TITLE OF THE PRACTICE: Development of skills of the PG (Bengali) students towards Reviewing Books.

File Description	Documents
Best practices in the Institutional website	https://tgc.ac.in/pdf/naac/7.2_best_practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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. The socio-economic background of the students is not at the highest level. Digital illiteracy and data cost stood as the main problems for the students. However, we have chosen 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 for betterment of our students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The plan or work as envisaged for the coming session 2021 - 22 are as follows :

1. Initiatives to be taken for the release of second installment of the sanctioned amount of 2 crores as early as possible for smooth progress of developmental activities.
2. Remaining projects mentioned in the DPR must be looked into for implementation, like - Upgradation of girl's hostel, establishment of Gymnasium, Installation of Flood lights in the playground and strategic locations at the college campus etc.
3. Proper maintenance and monitoring of the commissioned projects
4. Offline teaching learning activities will commence in near future, still we want to upgrade online activities to share relevant study materials, MCQ tutorials through dedicated portal etc.
5. Beside this developmental initiatives, earlier practiced quality improving initiatives will be continued with greater extent, like: i) Academic audit, maintenance and improvement of existing teaching learning facilities and environment; ii) Arrangement of seminars, workshops on career guidance of the students inviting external agencies and speakers and organization of outreach programs; iii) Regular feedback from stake-holders and its subsequent analysis for further improvement; iv) Faculty members will be encouraged to carry out research and to get involved in collaborative work.