



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	TAKI GOVERNMENT COLLEGE
<ul style="list-style-type: none"> • Name of the Head of the institution 	1. DR. MANJUSREE MUKHOPADHYAY (UPTO 05.06.2022), 2. DR. SHANTA MUKHOPADHYAY (FROM 06.06.2022)
<ul style="list-style-type: none"> • Designation 	1. OFFICER-IN-CHARGE, 2. OFFICER-IN-CHARGE
<ul style="list-style-type: none"> • Does the institution function from its own campus? 	Yes
<ul style="list-style-type: none"> • Phone no./Alternate phone no. 	03217234474
<ul style="list-style-type: none"> • Mobile no 	9831711385
<ul style="list-style-type: none"> • Registered e-mail 	principal1950tgc@gmail.com
<ul style="list-style-type: none"> • Alternate e-mail 	takigovernmentcollege1950@gmail.com
<ul style="list-style-type: none"> • Address 	Taki, Hasnabad, Dist: North 24 Parganas, West Bengal, PIN-743429
<ul style="list-style-type: none"> • City/Town 	Taki
<ul style="list-style-type: none"> • State/UT 	West Bengal
<ul style="list-style-type: none"> • Pin Code 	743429
2.Institutional status	
<ul style="list-style-type: none"> • Affiliated /Constituent 	Affiliated
<ul style="list-style-type: none"> • 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)	http://tgc.ac.in/pdf/naac/AQAR_20-21.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://tgc.ac.in/index.php?option=com_content&view=article&id=221&Itemid=0

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
Institutional 1	Purchase of books, journals, chemicals	State Government	2021 for FY 2021-22	150000

	and contingency purpose			
Institutional	For purchasing Covid-19 protection items	State Government	2021 for FY 2021-22	92954
Institutional	Development Grant	State Government	2022 for FY 2021-22 (Administrative Approval)	1506040
Institutional	Purchase of books, journals, chemicals and glass goods, online admission and other contingency purpose	State Government	2022 for FY 2021-22	150000
Institutional	Contingency/ Office Expenses	State Government	2022 for FY 2021-22	30000
Institutional	Purchase of chemicals, glassware, sanitization items (health and hygiene) and other contingent purpose	State Government	2022 for FY 2021-22	150000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File

9.No. of IQAC meetings held during the year	3	
<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? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. In view of the prevailing Covid-19 pandemic scenario, extended lockdown period and frequent closure of on-campus activities, the entire 2021-22 session was marked by uncertainties, new and ever-evolving challenges, and a concerted effort to find mitigation measures. Coordination with Department of Health, GoWB ensured that students could get vaccinated from the College campus itself. Necessary architecture for sanitization drive in the college campus was created by utilizing funds received from the Government. Awareness for Covid-appropriate behaviour was generated in the locality for smooth transition from 'lockdown' to 'unlock' phase. 2. The disruptive influence of the Delta wave of Covid-19 virus notwithstanding, online student-centric activities like MCQ tutorials, online classes, e-sharing of relevant study materials etc. were continued with a view to not let the morale of the student fraternity drop. The year saw transition from a structured schedule of online classes to a structured schedule of on-campus classes and again a transition back to online classes, which required two sets of routines and steady channels of communication with the students. 3. As the situation eased a bit, consecutive examination schedules were announced by WBSU from August, 2021 to March, 2022, to clear the backlog. The College effectively acted as a home-centre with plenty of students, and the usual system of distribution of burden among different colleges was not possible. The resultant unprecedented and enormous load of answer-scripts were efficiently managed by the teachers through careful planning and sensitization. IQAC ensured that the efforts by WBSU to make up for the lost time and momentum was also responded commensurately by all faculties. 4.</p>		

As per a proposal of the College, sent in the month of July, 2021, for 'Purchase of Laboratory Equipment, Apparatus under Development Grant' for the Departments of Chemistry, Physics, Zoology, English, 'Administrative Approval' was received from the Government on 07.01.2022 to the tune of Rs. 15,06,040/-. Despite the closure of campus till 03.02.2022, the necessary e-tender process was completed in a war-footing within FY 21-22 and the work-order to the suppliers were issued on time. The work of "SITC of floodlights in the playground and different other strategic position at the College Campus" (Rs.11,17,242/-), was implemented successfully. Thereby 97% of the fund of Rs. 1 Crore released under the first installment of Component-9 of RUSA 2.0 has been utilized. 5. Various career-oriented upskilling programmes were organized to impart the right ideas to the student fraternity in a changing landscape of job environment. Mahindra Pride Classroom, CSR initiative of Mahindra Group implemented by Naandi Foundation, conducted a 15-day/30-Hours Online Course free-of-cost to improve the employability skills of the students and provided certificates. Directorate of Employment Exchange (DEE), Basirhat, North 24 Parganas, engaged the students in a Career Talk Programme. Also, Rice Education group conducted seminar on 'Career Opportunities in Govt. Sector'.

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 and augmentation.</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 balance fund of Rs. 1 Crore released originally on 12.02.2020. The work of "SITC of floodlights in the playground and different other strategic position at the College Campus" (Rs.11,17,242/-), was implemented successfully in this session. Thereby 97% of the fund of Rs. 1 Crore released under the first installment of Component-9 of RUSA 2.0 has been utilized till the end of the session. In a parallel development, construction of a</p>

	<p>large new classroom (Room No. 30) in the main bulding was completed and incorporation of the same in the master routine was mandated for the sake of efficient planning. A new strategic passageway on the third floor was also created for easy accessibility and efficient movement between the main building and new science building.</p>
<p>2. To procure high-end equipment and instruments for various Departments to elevate the overall teaching-learning process.</p>	<p>The College had sent a proposal to the Government on 19.07.2021, for 'Purchase of Laboratory Equipment, Apparatus under Development Grant' for the Departments of Chemistry, Physics, Zoology, and English. After receiving 'Administrative Approval' for the same on 07.01.2022, necessary e-tender process was completed in a war-footing within FY 21-22 and the orders to the suppliers were issued on time, despite the closure of campus till 03.02.2022 due to Omicron variant. Eventually the funds were released by the Government on 29.09.2022 and the necessary formalities were completed in due course.</p>
<p>3. To create necessary architecture for vaccination of students and regular sanitization drive in the college campus for effective preparation of 'unlock' phase, and to seek financial assistance from competent authorities towards such end.</p>	<p>Coordination with Department of Health, GoWB ensured that 324 students could get vaccinated from the College campus itself, in a special camp organized on 4th-5th October, 2021. More such programmes were planned in the month of August, 2022. Rs. 92954/- was received vide Allotment ID 2730 dated 18.08.2021, for</p>

<p>4. To organize career-oriented upskilling programmes for providing the right exposure to the student fraternity in a covid-induced landscape of job environment.</p>	<p>Communication was established with Mahindra Pride Classroom, CSR initiative of Mahindra Group implemented by Naandi Foundation, to improve the employability skills of the students. They conducted a 15-day/30-Hours Online Course on improvement of the employability skills free-of-cost between 27.12.2021 to 15.01.2022 and provided certificates to the participants. Additionally, the Directorate of Employment Exchange (DEE), Basirhat, North 24 Parganas, and also the Rice Education group conducted seminars on career opportunities in a post-Covid world.</p>
<p>5. To create an architecture for smooth transition between online-to-offline and offline-to-online system of teaching-learning, in view of the unpredictability over closure of the onsite academic activities, due to various waves of Covid-19 virus.</p>	<p>Online student-centric activities like MCQ tutorials, online classes, e-sharing of relevant study materials etc. were continued with a view to not let the morale of the student fraternity drop. Two sets of routines were prepared for both the online and offline system and steady channels of communication with the students were created to keep them engaged about the proceedings. Announcement of consecutive examination schedules by WBSU from August, 2021 to March, 2022, to clear the backlog, were responded commensurately by all faculties. This also postulated careful planning for efficient management of the unprecedented and enormous load of answer-scripts, and the faculties proved their determination and tenacity to succeed in the venture.</p>

13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	15/01/2023
15. Multidisciplinary / interdisciplinary	
<p>Taki Government College is an affiliated college under the academic purview of West Bengal State University (WBSU). As a result, it follows the curricula and syllabi of WBSU for undergraduate courses. The UG course structure provides scope for interdisciplinary nature of academic pursuit.</p> <ul style="list-style-type: none"> UG honours students can opt for two extra-departmental subjects during their study in the form of Generic Elective subject. This opens newer vistas of academic engagement for them. Additionally, UG Programme course students are provided the freedom to choose their preferred combination of subjects. For example, B.Sc. General Programme course offers three different subject-combinations, overlapping the realms of both Science and Arts subjects. A considerable overlap in subject-content is noted while studying existing syllabus of different disciplines as noted below: <p>"Rigid Dynamics" & "Mechanics" are the common topics of Physics & Mathematics syllabus. "Ecology and environmental biology" are common to both Botany and Zoology. "Biochemistry" is taught in Botany, Zoology & Chemistry classes, even, some of the practical topics, like paper chromatography are found to be taught in Chemistry as well as Zoology.</p> <ul style="list-style-type: none"> Literature based subjects have common themes and interdisciplinary topics. For example, faculties of Sanskrit 	

can hone the skills of students of English for better understanding of Sudrak's 'Mricchakatikam'. Similarly, 'Human Rights' is a common topic in the syllabus of History, Political Science and Philosophy and the students can take guidance from different faculties for alternative perspectives on a given topic.

- Students of PG Bengali and PG English are offered inter-department GEC courses in their third Semester, such as 'India in 21st Century', 'Politics and Environment', 'Jostein Gaarder: Sophie's World', 'Politics, Justice and Human Rights' etc. Faculties from other departments conduct these classes and determine the evaluation patterns.

Apart from that, there are many skill enhancement courses that students of different disciplines can enrol and make the curriculum partly interdisciplinary. For example, Plant Diversity and Human Welfare, Ethnobotany, Sericulture, Vermicompost can be studied by students of Botany and Zoology Programme Course. Similarly, Basic Instrumentation Skills, Computational Physics, C-Programming Language, Logic and Sets can be studied by students of Physics and Mathematics.

16.Academic bank of credits (ABC):

Taki Govt. college is located at the rural hinterland of North 24 Paraganas, near Sunderbans. Many students of this college belong to economically weaker section and hence cannot complete the courses in due time. Hence, Academic bank of credits appears to be an impressive solution for the academic career of the students. It would be highly beneficial for slow learners and also provide flexibility to students to learn as per their ability and convenience. With reference to the framework of NEP, ABC can only be realised in case of institutes possessing academic autonomy. As Taki Government College is an affiliated college under WBSU, it needs academic nod from the parent University before introduction of ABC. This college also lies under the administrative jurisdiction of Dept of Higher Education, Govt of West Bengal and hence needs instruction from the State Govt for implementation of ABC. As per the curricular structure of the affiliating University, the college has adopted the Choice-Based Credit System (CBCS) which allows students to choose their preferred elective courses. The college will be able to adapt to the system of multiple entry and exit, as and when the system is introduced by competent authorities.

17.Skill development:

The college is under the academic purview of the West Bengal State

University and hence cannot design vocational credit courses for skill development for its students independently. However, the institution organizes several workshops and webinar throughout the year to develop employability and soft skills of its students. For example, several programmes were conducted in the 2021-22. These were particularly designed to include Industry experts to train the students towards perfection in areas of soft skill development keeping in mind the present day job market scenario. These included an online 30 hours employability training course for the students through Mahindra Pride Classroom, webinar on "Importance of Employability Skills" conducted by Naandi Foundation, webinar on "How to face job interviews" conducted by Mahindra Pride Classroom, webinar on "Explore the Career Opportunities in Govt. Sector & Unlock the Potentials in You" conducted by RICE Education, workshop titled "Emerging Career Opportunities" regarding importance of digital education (advanced Excel) and spoken English communication skills conducted by Anudip Foundation, an interactive session with Jio associates about various entry level career opportunities.

Apart from these initiatives, several Skill Enhancement Courses (SEC) are taught in the college for UG students, as per the curriculum of West Bengal State University. These courses are generally directed to upgrade and orient the students towards applied part of the curriculum in tandem with classroom lectures.

Different departments organize one day seminars/ Invited talks/ Interactive sessions on diverse topics for better understanding of the subject as well as overall skill development of the students. Student Seminars were also organized to boost up research aptitude and confidence among them.

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

Taki Govt. College caters to students coming from rural hinterland of North 24 Paraganas and remote locations near Sunderbans mostly from rural background. An overwhelming majority of the students hail from vernacular medium schools and hence the college ensures that all the courses are taught bilingually, that is, in English as well as in Bengali (barring the courses in English Language and Literature and Bengali Language and Literature) to ensure the participation and comprehension of topics by students coming from different strata. Students can opt to write their answer-scripts in either English or their vernacular language (except Honours students in Science departments). The college has a number of language departments namely Sanskrit, Bengali, English that offer programs

that emphasize on language, culture, and traditions of our country. UG and PG courses in Bengali include discourse on ancient Indian Language like Patanjali, Panini, Katyayan. Discussion on tribal folklore infuses the rich and diverse cultural heritage of Bengal in the psyche of students. UG curriculum in History provides scope for detail discussions on Vedic civilization and Gurukul system, ideas of Indian Scholars like Dayananda Saraswati, Begum Rokeya. UG curriculum in Political Science includes discussion on Brahmanic and Shramanic political thought, Islamic and Syncretic political thought, ideas on Rajadharma by Ved Vyasa, specific ideas on political thought of Manu, Kautilya, Aggannasutta, Abul Fazal, Kabir. Students enrolled in UG Sanskrit are taught Vedic studies as well as Indian orthodox philosophy such as Nyaya, Vedanta, Vaisesika. The societal reflection of Indian value system in Vedic age and the age of Ramayana, Mahabharata, Dharmasastra are also discussed as a part of the curriculum. UG curriculum in Philosophy include various Indian system like Buddhism, Carvaka, Nyaya-Vaisesika, Vedanta, Sankhya, Yoga which emphasise on some philosophical questions like self or atman, liberation or Moksa, existence of God. In epistemology, basic questions on Indian knowledge system are explored.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Taki Government College runs 13 Under Graduate Honours Core Courses, and 2 Under graduate Programme Courses under the academic guidance of West Bengal State University. 2 Post Graduate Courses are run with academic autonomy. Apart from the program-specific outcomes, all the programs have some generalised goal to make the students such as - i) to acquire meaningful, observable and measurable knowledge, ii) to develop different professional skills, iii) to cater to the needs of present-day problems and service to the society. Under the CBCS curriculum, the departments as well as the College conduct internal assessments on a regular basis which enable the teachers as well as the students to realise, quantitatively, the level of outcomes attained by the students. Weaker section of students are taken special care of so that they can overcome their short-comings. The CBCS curriculum made it mandatory for all the students to study English Communication and Environmental Science as Ability Enhancement Compulsory Courses and to go through Skill Enhancement Courses. The concerned Departments are putting special emphasis in this regard so that the students get benefitted from the outcomes of these courses. The students pursuing Physics and Mathematics Honours learn coding in computer languages for which the College provide ample infrastructure. The students of this College have further progressed in their Higher Studies after clearing

different entrance tests conducted by various Universities as well as National bodies.

20.Distance education/online education:

Taki Government College is a Study - Center for State level open university course (Netaji Subhas Open University-NSOU) at the undergraduate level for B.A and B. Sc courses from 2005. This study center is particularly helpful to the remote rural area students of adjacent areas. It offers 6 BDP and 11 PG programme for the students. It is located in the Geography Building of the College and provides all kind of logistic as well academic support to the NSOU. Thus, NSOU offers the students the facility to conduct such distance education. These courses also enable the candidate to build on his/her undergraduate knowledge, and gain the expertise needed to drive his/her career forward.

Extended Profile

1.Programme

1.1	486
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	6368
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1658
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	1544
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	65	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	69	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	36	
Total number of Classrooms and Seminar halls		
4.2	19.52	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	102	
Total number of computers on campus for academic purposes		

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

Taki Government College is affiliated to the West Bengal State University (W.B.S.U.) and strictly adheres to the CBCS curriculum and academic calendar set forth by the parent University. At the commencement of the academic session, the following initiatives are

taken by the institution for ensuring effective planning and implementation of the curriculum-i)preparation of the Academic Calendar; ii)preparation of the Holiday List; iii) formulation of the Central Routine and iv) formation of different committees, cells with members from faculty, support staffs and students.

On the basis of the Central Routine, each Department prepares the Departmental Routine to impart effective teaching based on the curriculum and the Department take all necessary steps for the completion of the syllabus within the stipulated period of a semester. The routine and the syllabus are distributed amongst the students at the very beginning of each semester. The class lectures are made effective with the help of ICTs. Regular class tests, Tutorials and Remedial Classes are conducted. As a part of the curriculum, many Departments (mainly Science) organize Field Visits and go through project work. To complement the curriculum assignments, projects etc. are conducted and student seminars, guest lectures, quiz, debates, essay competition and other co-curricular activities are organized. Students' feedback is also taken on the curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.tgc.ac.in/images/Taki-Govt-College_Master-Routine-2021-22.pdf

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

The academic calendar of the College is prepared in accordance with the declared calendar of the affiliating University (WBSU). The Academic Calendar sketches the tentative dates of (i) commencement of classes, (ii) Internal Assessments, (iii) University Examinations, (iv) list of holidays, (v) major College events, like Annual Sports, College Foundation Day Celebration & Annual Prize Distribution and other Cultural events, (vi) Parent-Teacher Meetings etc. It also provides the tentative schedule of Continuous Internal Evaluation (CIE) and it also keeps provision for the Tutorial Classes and Remedial Classes. The College gives utmost priority to ensure maximum compliance to the schedule mentioned in this Academic Calendar.

Different Examination Committees are formed to conduct the Internal and External Examinations. The Internal Examinations (Honours &

General) of First, Third and Fifth Semesters are held during December 2021 and January 2022 and the Internal Examinations for the Second, Fourth and Sixth Semesters are held in the month of May 2022. The marks obtained by the students in the Internal Assessment and University Examinations are uploaded to the University website within stipulated time. The IQAC acquires data from all the Departments to assess overall institutional academic progress. Thus, the College tries its best to create an environment in which the students can freely interact with the teachers to enrich the teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=221&Itemid=0

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

File Description	Documents
Any additional information	No File Uploaded
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)

17

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

577

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 humanities departments in the college incorporate courses intended to sensitize and create better understanding regarding law and the administration of justice and strengthen the students' commitment to human rights. Apart from that, courses are designed to make students aware of the implications of gender in social, political, cultural spheres, within the context of different social

institutions, and, look at ways in which gender roles are maintained by the processes of institutionalization and socialization. The courses in the Postgraduate departments of English and Bengali literature introduce the students to a sampling of the rich body of women's writing, focusing on some important issues and representative examples. While the background studies provide a literary, historical and sociological context for the study of women's literature, the texts themselves comprise fiction, poetry, and critical theory from Western as well as Indian feminist canons. The Department of History, Taki Government College, abides by the CBCS curriculum which addresses various issues regarding gender, position of women, female education, women emancipation and their empowerment, participation of Indian women in the nationalist movements with special reference to the Gandhian Movements etc. In the Science departments Environmental Science is offered as one of the topics for Ability Enhancement Compulsory Course in Semester-I and Semester-II under the CBCS Curriculum of B.Sc. Curriculum (Honours and General).

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

146

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.tgc.ac.in/images/feedback/IOAC_Feedback_Report_2021-22.pdf
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	https://www.tgc.ac.in/images/feedback/IOAC_Feedback_Report_2021-22.pdf

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

2982

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

2003

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 period classes were taken both in online and offline mode, as per relevant government orders. Class routine for both online and offline mode have been respectively provided to the

students from time to time as and where applicable. Slots for tutorial classes have been allotted to assist aspiring students. Taki Government college caters to a lot of first generation learners, few of them being academically backward students. During the pandemic situation arrangement for special care and affection was needed and necessary financial support as well. Teachers gladly took this responsibility and extended their cordial and spontaneous support to the under-privileged students through personal correspondence through whatsapp and phone calls. Economic support was provided to both academically weaker and better students. Academically bright students were taken care of through sharing of advanced study materials as well as special offline classes, as and when applicable. Considering the remote dwelling place of students where internet connectivity is poor and students could not afford to buy internet data packages, extra classes were allotted in the offline routine for the better students.

File Description	Documents
Paste link for additional information	https://www.tgc.ac.in/images/Taki-Govt-College_Master-Routine-2021-22.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
6368	65

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 as per government orders due to pandemic. However, demonstrations were made showing you-tube channels in science subjects. For humanities, some departments used films to share and invoke experiential learning to the students. A student's perception towards society is in the essence of experiential learning. PG departments took initiative to enhance this perception through PG

dissertations. In offline mode, a more rigorous approach was taken. Practical classes were conducted with extreme care to ensure complete participative learning. Few departments have arranged problem solving classes for entrance examinations like IIT-JAM, NBHM, ISI etc. which overall engaged the students' analytic and problem solving abilities and make them sharper. In addition, few departments have also conducted excursions for the students when pandemic situation becomes improved. Few glimpses of the practical classes and excursion were given in additional information.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.tgc.ac.in/pdf/naac/1.3.3_list_of_field_work_and_experiential_learning_21-22.pdf

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

During pandemic situation, teachers used to take classes from home in online mode using tools like google meet, whatsapp etc. and used their own laptop, desktop or i-pad and personal internet connection. Graphic tablets like Wacom were also used by majority of the teachers to have an effect of blackboard and classroom teaching. By use of these tools, teachers used Google meet or whatsapp platform to take online classes. The college provided a portal where teachers uploaded their regular class notes and study material. Problem sheets were also uploaded there to enhance skill of the students. Moreover, teachers often formed whatsapp groups of the students and encouraged them to clarify their doubts there. Youtube links, website links for lecture videos, e-books and other kind of study materials were shared through these platform. Examples are shown in additional information. After the pandemic situation gets improved, offline teaching was resumed again and teachers often used laptops, projectors and smart class rooms as ICT enabled tools during these period.

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

65

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

65

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

34

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

360

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.

Internal examination time slot is clearly mentioned in the academic calendar of the institution. Academic calendar is published in the very beginning of the academic session. The time span mentioned there matches with the same from our affiliating university. Thus, the students can get all the necessary information regarding internal assessment well ahead to prepare themselves smoothly for the examination. The answer scripts are evaluated and scrutinized with extreme care and importance and the marks are uploaded to the official portal of our affiliating university within a stipulated time span. Internal assessments are conducted once within a semester. However, teachers often conduct class tests time to time to ensure continuous progression of the student fraternity.

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 such grievance regarding internal assessment has been received yet. However, if any incumbent from any department failed to appear on the date of internal examination due to some valid reasons, he/she was given a second chance to reappear on the internal examination within the stipulated time frame set by the university. Although, number of such candidates from various arts and science departments is relatively not high.

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

1544

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://www.tgc.ac.in/pdf/naac/AQAR_Criterion_2.6.3_2021-22.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://www.tgc.ac.in/pdf/igac/AQAR_2.7.1_2021-22.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	No File Uploaded
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

Nil

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 is located at the bank of the river Ichhamati and nearby a local Mangrove forest namely "Golpatar Jungle". It is filled with the mangrove species called Golpata (Nypafruiticans). The famous Sundari trees (Heritierafomes) are also present here. For this reason, this eco-park may be regarded as the gateway to Sundarban. Since this 'Jungle' is located on the south of tropic of cancer, it is classified as tropical moist evergreen forest.

The vegetation in this region is largely composed of mangrove and mangrove associated species. Considering the richness of mangrove floras, the area offer habitat to a variety of species. Research on this area can then be applied to the Sundarban area and its optimum utilisation and conservation of mangrove ecosystem will contribute to the community as a whole. Keeping this in mind, our College has taken an initiative to survey this nearby ecosystem and create a Local Study Centre of Mangrove Ecosystem. Students from the departments of Zoology, Botany and Geography have visited Golpata forest and their studies on Mini- Sundarbans have helped them in gaininganon-fieldpreliminary knowledgeoftheecosystem. These have contributed in sustaining an ecosystem involving transfer of knowledge.

File Description	Documents
Upload any additional information	View File
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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

01

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

35

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

12

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 such activities could not be done due to COVID pandemic.

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. Showing a progressive growth in intake, each academic year more than 2800 new students are becoming part of the teaching-learning process. Considering these factors, the number of classes and laboratories (35 + 09 = 44 in number) and computers (102 in number) may seem inadequate, though two new classrooms (Room No. 30 and Room No. NBPQ-1) have been added in the last session. However, the college resorts to inventive methods to achieve balance between quantity and quality. The teaching period 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 new multi-storied building/new campus in a vacant parcel of land and waiting for approval of the Government.

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, and for conducting minor sports events etc. It 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 newly constructed Room No. 30. Occasionally, the local auditorium of the Taki Municipality is also availed for larger congregations. For Annual Sports Meet and other team-events, one large playground, maintained by a local club named 'Aryan Club', is availed free of cost.

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.

9

File Description	Documents
Upload any additional information	No File Uploaded
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)

11.17 Lakhs

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 - 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 E. None of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

0.058 Lakhs

File Description	Documents
Any additional information	View File
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

21

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. Currently, all the departments and the College office are well-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)

8.34 Lakhs

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 under the aegis and administrative control of 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/Officer-in-Charge 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

6043

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
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

466

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

466

File Description	Documents
Any additional information	View File
Number of students benefited 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

A. All of the above

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

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

01

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

82

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
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.

2

File Description	Documents
e-copies of award letters and certificates	View File
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)

The Students Council play a dynamic role in the academic and administrative activities of this college. They volunteer in acclimatising the newly admitted students in various college related activities. It is a democratically formed body, comprising of ten members. The Patron and Head: Dr. Shanta Mukhopadhyay (Officer-In-Charge), President, Vice-President, Treasurer are from teaching faculty.

With the gradual normalisation post pandemic, the Student Council have participated in various social welfare measures for the society, while upholding the stipulated protocols. They have adopted new social media platforms to better connect with students during times of pandemic. The Student Council steps up to help any college related endeavour or activities for the benefit of the institution.

There is representation from the Students Council in the Governing Body and other such statutory bodies of the College. They also help the disadvantaged students at the time of admission and examinations, providing financial and academic aid from the Students Council Aid Fund. The Students Council propagates information about exam schedules, dates of form fill-up in the College and about various scholarships which the students can benefit through proper application. The Council plays the role of a benefactor, companion, and guide to the students at the College.

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

5

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.

In the aftermath of the pandemic situation, the association has yet 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	No File Uploaded

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 situated in one of West Bengal's fringe districts, the 24-Parganas (North), and caters mainly to the students from marginalized agrarian families many of whom are first generation learners. The institution tries to provide holistic education to its students by creating a teaching-learning environment commensurate with the specific learning needs and challenges of the students and nurtures the spirit of inclusiveness. The college provides proper guidance to students through personality and soft-skill development programs and career counselling sessions. The institution also encourages students to avail benefits of different scholarship schemes of the government of West Bengal. The female students are entitled to the Kanyashree scholarship offered by the government of West Bengal along with other scholarships. The college organizes various gender sensitization programs, and makes campus safe and comfortable for female students. The institution also provides hostel accommodation to the students who need it. This institution, keeping in tune with its vision mission-priority-thrust initiatives aims to inculcate knowledge and human values among the

students and encourages them 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 Department of Higher Education (DHE), Govt. of WB. In academic matters, the college is guided by the affiliating West Bengal State University's statutory academic stipulations to the extent ratified, and earmarked by the ED and the DHE. 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 DDO of the Institution, and monitors the financial matters of the college.

The 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

The IQAC of the college always puts emphasis on enhancement of teaching-learning experience for the students and strives to make it as inclusive and enjoyable for the students. Due to the pandemic situation, on-campus classes were suspended till 15.11.2021. During that period, online time-table was prepared and the college addressed the needs of the students through online classes, by sharing of e-learning resources, video lectures. Study materials and MCQ tutorials were shared through dedicated cloud portal. Despite of the pandemic situation, admission procedure for the session 2021-22 was smoothly conducted by employing the online process. When the college reopened, the regular offline classes were held by maintaining COVID safety protocols. Two sets of time-table were prepared for both the online and offline classes and steady communication with the students were created to keep them engaged about the proceedings. Careful planning for efficient management of the unprecedented and enormous load of answer-scripts was initiated, upon announcement of consecutive examination schedules by WBSU to clear the backlog. Necessary architecture was created for the vaccination camp for students in coordination with Health Department, Govt. of West Bengal. A total of 324 student-beneficiaries were successfully vaccinated at the college campus on 4th-5th October, 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://tgc.ac.in/pdf/DOC-20230515-WA0003.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.

The college functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Department of Higher Education (DHE), Government of West Bengal. The ED, in consonance with the HE, frames Educational Policies and does long-term planning for institutional growth and development albeit taking suggestions from the Institution. The DHE 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 combination of DHE and 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).

Head of the institution, the Principal, does primary liaison with the regulating & controlling organs, the DHE, the ED, the Governing Body and the affiliating university. The institution functions according to the principles of democratic and participative management. In all academic, administrative or financial matters, the Principal seeks suggestions from every stakeholder. Principal is supported by the governing body in deciding major issues related to infrastructural development and other critical aspects for the upliftment of the college.

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	No File Uploaded

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

For Teaching Staff

- West Bengal Health Scheme for All Employees And Pensioners Cashless Medical Treatment Scheme, 2014.
- Swasthya Sathi Scheme of the Government of West Bengal (Health Scheme for all SACT).
- Leave Travel Concession (LTC)
- Facility for e-Library
- Staff Quarters
- GPF loan

For Non-teaching staff-

- West Bengal Health Scheme For all Employees and Pensioners Cashless Medical Treatment Scheme, 2014.
- Low budget canteen
- Festival Bonus (for Group D employees)
- Staff Quarters
- GPF loan

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

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

As the institution is 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 W.B. Government Guidelines. 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 sends them to the Department of Higher Education, Government of West Bengal for necessary action. During the academic session 2021-22 the files of ten faculty members for promotion to the next higher grade/level were verified by the Government/University appointed Screening/Selection Committee and sent to the Government for necessary action

File Description	Documents
Paste link for additional information	https://tgc.ac.in/images/IQAC-Minutes_2021-22.pdf
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,
- **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 performed 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 members and staff members of the Library. The last internal audit of the department of Bengali was done on 30.06.2021. Last internal audit of all the other 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 Chartered accountants and audited utilization certificates 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 Government of West Bengal. Excluding the salary component which is fully under the jurisdiction of the Government of West Bengal, the institution seek to the Government for administrative and financial approval for disbursement of funds stating the justification and requirement for academic, physical and support facilities.

The academic departments, central library and different units submit requisition to the Principal for the purchase/ maintenance of equipments, books and journals, computers, contingencies 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, strictly following the Government Guidelines in all purchases. During this session, the work of "SITC of floodlights in the playground and different other strategic position at the College Campus (Rs.11,17,242/-) was implemented successfully. This was funded by the first instalment of Component-9 of RUSA 2.0 fund. 'Administrative Approval' was received from the Government to the tune of Rs. 15,06,040/- on account of "Development Grant" for the Departments of Chemistry, Physics, Zoology, English and e- tender process of the same was also completed.

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

IQAC of Taki Government College has already institutionalized a number of quality enhancement strategies, like regular arrangement of departmental seminars, and workshops, invited talks by renowned academicians, outreach programs to enhance awareness on several environmental and social issues, encouragement of the faculty members towards research. During closure of campus for COVID pandemic, various on-line teaching-learning activities like- on-line classes, MCQ tutorials, e-sharing of relevant study materials, sharing you tube links especially for practical classes were done.

A number of online seminars, career counselling sessions and workshops were organized to enhance the teaching learning process and skill development of the students. An employability training program was organized by the career counselling cell of the college in collaboration with Mahindra Pride Class room which is a flagship CSR initiative of the Mahindra Group implemented by Naandi Foundation. A few offline seminars and workshops were organized after covid restriction was eased.

The IQAC also evaluated the academic and administrative performances of teachers in the form of Career Advancement Proposals of several faculty members and arranged for the screening and selection committee meeting inviting DPI/Government nominee and different subject experts.

File Description	Documents
Paste link for additional information	https://tgc.ac.in/images/IQAC-Minutes_2021-22.pdf
Upload any additional information	View File

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

Online Question Bank and Study materials for the students for augmentation of their studies during pandemic situation

The IQAC encouraged teachers to prepare knowledge based MCQs and study materials which were uploaded in a dedicated portal. The students could access these materials according to their

convenience. This was proved to be an innovative way to facilitate progress of the students, especially those who sometimes missed online classes due to technical constraints. Students were also provided with important links of e-books through online platforms. When on-campus classes were resumed, teachers supplemented offline teaching with sharing of study materials through WhatsApp and email.

Organization of webinar/ seminars and employability training programme

The IQAC motivated the academic departments and the career counselling cell to organize seminars/webinars and employability training programs for students to upgrade their skills. The training programs provided much needed exposure to the students, and also effectively supplemented the classroom teaching.

MahindraPrideClassroom, which is a flagship CSR initiative of the Mahindra Group, implemented by Naandi Foundation, conducted an online employability training for the students of Taki Government College, from 27.12.2021 to 15.01.2022. A batch of 100 students took part in this online training course and were awarded certificates on successful completion of the course.

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://tgc.ac.in/images/IQAC-Minutes_2021-22.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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 instil gender sensitisation among our students. At present Six departments deal with Gender related issues and topics as part of their General electives, Honours and Post-graduate syllabi.

Six Departments viz. Bengali, Philosophy, History, Political Science, English and Economics deal with gender issues in their Honours and General papers. 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://www.tgc.ac.in/pdf/naac/7.1.1_gender_in_syllabus.pdf , https://www.tgc.ac.in/pdf/naac/Gender_Sensitization_Programme_by_WDC_2021-22.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://www.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 organization and society.

Solid waste management& Waste recycling 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 sanitized using eco-friendly chemicals.**

4. Periodic awareness campaigns for all stakeholders.
5. Waste papers and materials are recycled or disposed through proper mechanism.
6. The hostel kitchen wastes are categorized 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.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

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

D. Any 1 of the above

of water bodies and distribution system in the campus

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

D. Any 1 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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

5.

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).

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservation of seats applies to SC, ST, OBC-A (Minority), OBC-B and Physically Challenged (PC) category. A nominal fee structure for all students allows quality education

for economically challenged ones. Departments work sincerely to cater to the needs of first generation learners from socially challenged background and also organize remedial classes for slow learners. The Institution has constituted an "Equal Opportunity Cell" comprising of teachers and non-teaching staff to cater to the needs of all students irrespective of religion, caste, class and gender. Picnics, cultural programmes and the celebration of the spring season bind the teachers and students in mutual harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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 takes initiatives to sensitize students and employees towards values, duties, rights and responsibilities of citizens.

An IPR seminar titled "Chirayata Gyaner Medhasuraksha" was held in online mode on 5th April, 2022 at 6 pm via Google meet platform. (Meeting link: <https://meet.google.com/xfq-zoos-miy>) The speaker was Dr. Anindya Bhukta, Associate Professor of Economics, Netaji Mahavidyalaya, Arambagh, Hooghly. There was also International Women's Day Celebration by WDC & Cultural Committee on 1st April, 2022 at 1.30 pm.

On 8th April, 2022, another seminar lecture on gender issues was organized by the Women Development Cell & Seminar Committee of Taki Govt. College at 2 pm via offline mode. Invited speaker was Dr. Kumkum Chattopadhyay, Retd. Prof. of Bethune College, Kolkata.

The Institution also celebrates Independence Day, Republic Day and Foundation Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1J-igFsLCRMUToM_QVEsXD0K3inRcJXkE/view?usp=drive_link
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 C. Any 2 of the above

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 2021-22, due to worldwide lockdown and Covid-19 pandemic situation for most of the time, it was very difficult to organize such events in offline mode. However, Taki Govt. College has managed to celebrate a few like Independence Day, Republic Day and Antarjatik Nari Dibas in offline mode strictly maintaining the COVID protocol. An Awareness Programme was jointly arranged by the Women Development Cell and Cultural Committee of Taki Government College on the occasion of Antarjatik Nari Dibas celebration held on 01.04.2022 at Seminar Room, Taki Government

College.

Apart from these, our college also celebrated International Mother Tongue Day and birth anniversary of Rabindranath Tagore in online mode.

An online cultural program was organized by Department of Bengali, in association with the cultural committee of Taki Govt College to celebrate International Mother Tongue Day, 2022 on 21st February at 5pm in the Google Meet platform (Meeting link: <https://meet.google.com/keq-zxtk-rvz>).

An online cultural programme was also organized to observe birth anniversary of Rabindranath Tagore on 9th May, 2022 via Google Meet platform (Meeting link: <https://meet.google.com/ugx-ujrf-gdw>). An invited speaker, Smt. Soma Dutta also delivered a lecture on this auspicious occasion.

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	No File Uploaded
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.

TITLE OF THE BESTPRACTICE1: Study of Mangrove Ecosystem by Geography Department of Taki Govt. College

TITLE OF THE BEST PRACTICE 2: Introduction of "online Teaching -Learning & Assessment"

File Description	Documents
Best practices in the Institutional website	https://www.tgc.ac.in/pdf/AQAR_7.2.1_Best_Practices_2021-22.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

Taki Government College is located also very near to this 'Golpata jungle' covering a wing of Sundarbans. In this context, Taki Government College has ample opportunities for mangrove ecosystem studies to improve the management and conservation of biodiversity and also to arrest the recent and rapid destruction of the coastal mangrove ecosystem.

THE PRACTICE: Considering the richness of mangrove floras, the study of Mini- Sundarbans can be visualised as an attempt to gain an on-field preliminary knowledge of this type of ecosystem. Research on this area can then be applied to the Sundarban Region. Optimum utilization and conservation of this ecosystem will contribute to the community as a whole. Keeping this in mind, Taki Government College has taken an initiative to survey this nearby ecosystem and create a Local Study Centre of Mangrove Ecosystem. The students of Geography department in Taki Government College visited Golpata forest on December 3, 2021 as part of their field visit. The objective of the field visit was to acquaint local mangrove species and ecosystem of the locality to the students.

EVIDENCE OF SUCCESS: The students and teachers who were involved in this project were very excited. They identified mangrove vegetation with their characteristics and also collected some plant species which are being preserved properly in the Department of Botany of Taki Govt. College.

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

Taki Government College is affiliated to the West Bengal State University (W.B.S.U.) and strictly adheres to the CBCS curriculum and academic calendar set forth by the parent University. At the commencement of the academic session, the following initiatives are taken by the institution for ensuring effective planning and implementation of the curriculum-i) preparation of the Academic Calendar; ii) preparation of the Holiday List; iii) formulation of the Central Routine and iv) formation of different committees, cells with members from faculty, support staffs and students.

On the basis of the Central Routine, each Department prepares the Departmental Routine to impart effective teaching based on the curriculum and the Department takes all necessary steps for the completion of the syllabus within the stipulated period of a semester. The routine and the syllabus are distributed amongst the students at the very beginning of each semester. The class lectures are made effective with the help of ICTs. Regular class tests, Tutorials and Remedial Classes are conducted. As a part of the curriculum, many Departments (mainly Science) organize Field Visits and go through project work. To complement the curriculum assignments, projects etc. are conducted and student seminars, guest lectures, quiz, debates, essay competition and other co-curricular activities are organized. Students' feedback is also taken on the curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.tgc.ac.in/images/Taki-Govt-College_Master-Routine-2021-22.pdf

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

The academic calendar of the College is prepared in accordance

with the declared calendar of the affiliating University (WBSU). The Academic Calendar sketches the tentative dates of (i) commencement of classes, (ii) Internal Assessments, (iii) University Examinations, (iv) list of holidays, (v) major College events, like Annual Sports, College Foundation Day Celebration & Annual Prize Distribution and other Cultural events, (vi) Parent-Teacher Meetings etc. It also provides the tentative schedule of Continuous Internal Evaluation (CIE) and it also keeps provision for the Tutorial Classes and Remedial Classes. The College gives utmost priority to ensure maximum compliance to the schedule mentioned in this Academic Calendar.

Different Examination Committees are formed to conduct the Internal and External Examinations. The Internal Examinations (Honours & General) of First, Third and Fifth Semesters are held during December 2021 and January 2022 and the Internal Examinations for the Second, Fourth and Sixth Semesters are held in the month of May 2022. The marks obtained by the students in the Internal Assessment and University Examinations are uploaded to the University website within stipulated time. The IQAC acquires data from all the Departments to assess overall institutional academic progress. Thus, the College tries its best to create an environment in which the students can freely interact with the teachers to enrich the teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.tgc.ac.in/index.php?option=com_content&view=article&id=221&Itemid=0

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	View File

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

54

File Description	Documents
Any additional information	No File Uploaded
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)

17

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

577

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 humanities departments in the college incorporate courses intended to sensitize and create better understanding regarding law and the administration of justice and strengthen the students' commitment to human rights. Apart from that, courses are designed to make students aware of the implications of gender in social, political, cultural spheres, within the context of different social institutions, and, look at ways in which gender roles are maintained by the processes of institutionalization and socialization. The courses in the Postgraduate departments of English and Bengali literature introduce the students to a sampling of the rich body of women's writing, focusing on some important issues and representative examples. While the background studies provide a literary, historical and sociological context for the study of women's literature, the texts themselves comprise fiction, poetry, and critical theory from Western as well as Indian feminist canons. The Department of History, Taki Government College, abides by the CBCS curriculum which addresses various issues regarding gender, position of women, female education, women emancipation and their empowerment, participation of Indian women in the nationalist movements with special reference to the Gandhian Movements etc. In the Science departments Environmental Science is offered as one of the topics for Ability Enhancement Compulsory Course in Semester-I and Semester-II under the CBCS Curriculum of B.Sc. Curriculum (Honours and General).

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

146

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.tgc.ac.in/images/feedback/IOAC_Feedback_Report_2021-22.pdf
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	https://www.tgc.ac.in/images/feedback/IOAC_Feedback_Report_2021-22.pdf

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

2982

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

2003

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 period classes were taken both in online and offline mode, as per relevant government orders. Class routine for both online and offline mode have been respectively provided to the students from time to time as and where applicable. Slots for tutorial classes have been allotted to assist aspiring students. Taki Government college caters to a lot of first generation learners, few of them being academically backward students. During the pandemic situation arrangement for special care and affection was needed and necessary financial support as well. Teachers gladly took this responsibility and extended their cordial and spontaneous support to the under-privileged students through personal correspondence through whatsapp and phone calls. Economic support was provided to both academically weaker and better students. Academically bright students were taken care of through sharing of advanced study materials as well as special offline classes, as and when applicable. Considering the remote dwelling place of students where internet connectivity is poor and students could not afford to buy internet data packages, extra classes were allotted in the offline routine for the better students.

File Description	Documents
Paste link for additional information	https://www.tgc.ac.in/images/Taki-Govt-College-Master-Routine-2021-22.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
6368	65

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 as per government orders due to pandemic. However, demonstrations were made showing you-tube channels in science subjects. For humanities, some departments used films to share and invoke experiential learning to the students. A student's perception towards society is in the essence of experiential learning. PG departments took initiative to enhance this perception through PG dissertations. In offline mode, a more rigorous approach was taken. Practical classes were conducted with extreme care to ensure complete participative learning. Few departments have arranged problem solving classes for entrance examinations like IIT-JAM, NBHM, ISI etc. which overall engaged the students' analytic and problem solving abilities and make them sharper. In addition, few departments have also conducted excursions for the students when pandemic situation becomes improved. Few glimpses of the practical classes and excursion were given in additional information.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.tgc.ac.in/pdf/naac/1.3.3_list_of_field_work_and_experiential_learning_21-22.pdf

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

During pandemic situation, teachers used to take classes from home in online mode using tools like google meet, whatsapp etc. and used their own laptop, desktop or i-pad and personal internet connection. Graphic tablets like Wacom were also used by majority of the teachers to have an effect of blackboard and classroom teaching. By use of these tools, teachers used Google meet or

whatsapp platform to take online classes. The college provided a portal where teachers uploaded their regular class notes and study material. Problem sheets were also uploaded there to enhance skill of the students. Moreover, teachers often formed whatsapp groups of the students and encouraged them to clarify their doubts there. Youtube links, website links for lecture videos, e-books and other kind of study materials were shared through these platform. Examples are shown in additional information. After the pandemic situation gets improved, offline teaching was resumed again and teachers often used laptops, projectors and smart class rooms as ICT enabled tools during these period.

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

65

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

65

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

34

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

360

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.

Internal examination time slot is clearly mentioned in the academic calendar of the institution. Academic calendar is published in the very beginning of the academic session. The time span mentioned there matches with the same from our affiliating university. Thus, the students can get all the necessary information regarding internal assessment well ahead to prepare themselves smoothly for the examination. The answer scripts are evaluated and scrutinized with extreme care and importance and the marks are uploaded to the official portal of our affiliating university within a stipulated time span. Internal assessments are conducted once within a semester. However, teachers often conduct class tests time to time to ensure continuous progression of the student fraternity.

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 such grievance regarding internal assessment has been received yet. However, if any incumbent from any department failed to appear on the date of internal examination due to some valid reasons, he/she was given a second chance to reappear on the internal examination within the stipulated time frame set by the university. Although, number of such candidates from various arts and science departments is relatively not high.

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 Uccha 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

1544

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://www.tgc.ac.in/pdf/naac/AQAR_Criterion_2.6.3_2021-22.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://www.tgc.ac.in/pdf/igac/AQAR_2.7.1_2021-22.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	No File Uploaded
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

Nil

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 is located at the bank of the river Ichhamati and nearby a local Mangrove forest namely "Golpatar Jungle". It is filled with the mangrove species called Golpata (Nypafruiticans). The famous Sundari trees (Heritierafomes) are also present here. For this reason, this eco-park may be regarded as the gateway to Sundarban. Since this 'Jungle' is located on the south of tropic of cancer, it is classified as tropical moist evergreen forest.

The vegetation in this region is largely composed of mangrove and mangrove associated species. Considering the richness of mangrove floras, the area offer habitat to a variety of species. Research on this area can then be applied to the Sundarban area and its optimum utilisation and conservation of mangrove ecosystem will contribute to the community as a whole. Keeping this in mind, our College has taken an initiative to survey this nearby ecosystem and create a Local Study Centre of Mangrove Ecosystem. Students

from the departments of Zoology, Botany and Geography have visited Golpata forest and their studies on Mini- Sundarbans have helped them in gaining a non-field preliminary knowledge of the ecosystem. These have contributed in sustaining an ecosystem involving transfer of knowledge.

File Description	Documents
Upload any additional information	View File
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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

01

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****35**

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****12**

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 such activities could not be done due to COVID pandemic.

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. Showing a progressive growth in intake, each academic year more than 2800 new students are becoming part of the teaching-learning process. Considering these factors, the number of classes and laboratories (35 + 09 = 44 in number) and computers (102 in number) may seem inadequate, though two new classrooms (Room No. 30 and Room No. NBPQ-1) have been added in the last session. However, the college resorts to inventive methods to achieve balance between quantity and quality. The teaching period 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 new multi-storied building/new campus in a vacant parcel of land and waiting for approval of the Government.

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, and for conducting minor sports events etc. It 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 newly constructed Room No. 30. Occasionally, the local auditorium of the Taki Municipality is also availed for larger congregations. For Annual Sports Meet and other team-events, one large playground, maintained by a local club named 'Aryan Club', is availed free of cost.

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.

9

File Description	Documents
Upload any additional information	No File Uploaded
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)

11.17 Lakhs

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 - 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)

0.058 Lakhs

File Description	Documents
Any additional information	View File
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**

21

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. Currently, all the departments and the College office are well-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)

8.34 Lakhs

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 under the aegis and administrative control of 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/Officer-in-Charge 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**

6043

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
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

466

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

466

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

01

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

82

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
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.

2

File Description	Documents
e-copies of award letters and certificates	View File
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)

The Students Council play a dynamic role in the academic and administrative activities of this college. They volunteer in acclimatising the newly admitted students in various college

related activities. It is a democratically formed body, comprising of ten members. The Patron and Head: Dr. Shanta Mukhopadhyay (Officer-In-Charge), President, Vice-President, Treasurer are from teaching faculty.

With the gradual normalisation post pandemic, the Student Council have participated in various social welfare measures for the society, while upholding the stipulated protocols. They have adopted new social media platforms to better connect with students during times of pandemic. The Student Council steps up to help any college related endeavour or activities for the benefit of the institution.

There is representation from the Students Council in the Governing Body and other such statutory bodies of the College. They also help the disadvantaged students at the time of admission and examinations, providing financial and academic aid from the Students Council Aid Fund. The Students Council propagates information about exam schedules, dates of form fill-up in the College and about various scholarships which the students can benefit through proper application. The Council plays the role of a benefactor, companion, and guide to the students at the College.

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

5

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.

In the aftermath of the pandemic situation, the association has yet 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	No File Uploaded
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	
<p>Taki Government College is situated in one of West Bengal's fringe districts, the 24-Parganas (North), and caters mainly to the students from marginalized agrarian families many of whom are first generation learners. The institution tries to provide holistic education to its students by creating a teaching-learning environment commensurate with the specific learning needs and challenges of the students and nurtures the spirit of inclusiveness. The college provides proper guidance to students through personality and soft-skill development programs and career counselling sessions. The institution also encourages students to avail benefits of different scholarship schemes of the government of West Bengal. The female students are entitled to the Kanyashree scholarship offered by the government of West Bengal along with other scholarships. The college organizes various gender sensitization programs, and makes campus safe and comfortable for female students. The institution also provides hostel accommodation to the students who need it. This institution, keeping in tune with its vision mission-priority-thrust initiatives aims to inculcate knowledge and human values among the students and encourages them to evolve into responsible future citizens of this country.</p>	
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 Department of Higher Education (DHE), Govt. of WB. In academic matters, the college is guided by the affiliating West Bengal State University's statutory academic stipulations to the extent ratified, and earmarked by the ED and the DHE. 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 DDO of the Institution, and monitors the financial matters of the college.

The 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

The IQAC of the college always puts emphasis on enhancement of teaching-learning experience for the students and strives to make it as inclusive and enjoyable for the students. Due to the pandemic situation, on-campus classes were suspended till 15.11.2021. During that period, online time-table was prepared and the college addressed the needs of the students through online classes, by sharing of e-learning resources, video lectures. Study materials and MCQ tutorials were shared through

dedicated cloud portal. Despite of the pandemic situation, admission procedure for the session 2021-22 was smoothly conducted by employing the online process. When the college reopened, the regular offline classes were held by maintaining COVID safety protocols. Two sets of time-table were prepared for both the online and offline classes and steady communication with the students were created to keep them engaged about the proceedings. Careful planning for efficient management of the unprecedented and enormous load of answer-scripts was initiated, upon announcement of consecutive examination schedules by WBSU to clear the backlog. Necessary architecture was created for the vaccination camp for students in coordination with Health Department, Govt. of West Bengal. A total of 324 student-beneficiaries were successfully vaccinated at the college campus on 4th-5th October, 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://tgc.ac.in/pdf/DOC-20230515-WA0003.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.

The college functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Department of Higher Education (DHE), Government of West Bengal. The ED, in consonance with the HE, frames Educational Policies and does long-term planning for institutional growth and development albeit taking suggestions from the Institution. The DHE 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 combination of DHE and 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).

Head of the institution, the Principal, does primary liaison with

the regulating & controlling organs, the DHE, the ED, the Governing Body and the affiliating university. The institution functions according to the principles of democratic and participative management. In all academic, administrative or financial matters, the Principal seeks suggestions from every stakeholder. Principal is supported by the governing body in deciding major issues related to infrastructural development and other critical aspects for the upliftment of the college.

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	No File Uploaded

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

For Teaching Staff

- West Bengal Health Scheme for All Employees And Pensioners Cashless Medical Treatment Scheme, 2014.
- Swasthya Sathi Scheme of the Government of West Bengal (Health Scheme for all SACT).

- Leave Travel Concession (LTC)
- Facility for e-Library
- Staff Quarters
- GPF loan

For Non-teaching staff-

- West Bengal Health Scheme For all Employees and Pensioners Cashless Medical Treatment Scheme, 2014.
- Low budget canteen
- Festival Bonus (for Group D employees)
- Staff Quarters
- GPF loan

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

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

As the institution is 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 W.B. Government Guidelines. 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 sends them to the Department of Higher Education, Government of West Bengal for necessary action. During the academic session 2021-22 the files of ten faculty members for promotion to the next higher grade/level were verified by the Government/University appointed Screening/Selection Committee and sent to the Government for necessary action

File Description	Documents
Paste link for additional information	https://tgc.ac.in/images/IQAC-Minutes_2021-22.pdf
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,
- **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 performed 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 members and staff members of the Library. The last internal audit of the department of Bengali was done on 30.06.2021. Last internal audit of all the

other 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 Chartered accountants and audited utilization certificates 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 Government of West Bengal. Excluding the salary component which is fully under the jurisdiction of the Government of West Bengal, the institution seek to the Government for administrative and financial approval for disbursement of funds stating the justification and requirement for academic, physical and support facilities.

The academic departments, central library and different units submit requisition to the Principal for the purchase/ maintenance of equipments, books and journals, computers, contingencies 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, strictly following the Government Guidelines in all purchases. During this session, the work of "SITC of floodlights in the playground and different other strategic position at the College Campus (Rs.11,17,242/-) was implemented successfully. This was funded by the first instalment of Component-9 of RUSA 2.0 fund. 'Administrative Approval' was received from the Government to the tune of Rs. 15,06,040/- on account of "Development Grant" for the Departments of Chemistry, Physics, Zoology, English and e- tender process of the same was also completed.

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

IQAC of Taki Government College has already institutionalized a number of quality enhancement strategies, like regular arrangement of departmental seminars, and workshops, invited talks by renowned academicians, outreach programs to enhance awareness on several environmental and social issues, encouragement of the faculty members towards research. During closure of campus for COVID pandemic, various on-line teaching-learning activities like- on-line classes, MCQ tutorials, e-sharing of relevant study materials, sharing you tube links especially for practical classes were done.

A number of online seminars, career counselling sessions and workshops were organized to enhance the teaching learning process and skill development of the students. An employability training program was organized by the career counselling cell of the college in collaboration with Mahindra Pride Class room which is

a flagship CSR initiative of the Mahindra Group implemented by Naandi Foundation. A few offline seminars and workshops were organized after covid restriction was eased.

The IQAC also evaluated the academic and administrative performances of teachers in the form of Career Advancement Proposals of several faculty members and arranged for the screening and selection committee meeting inviting DPI/Government nominee and different subject experts.

File Description	Documents
Paste link for additional information	https://tgc.ac.in/images/IQAC-Minutes_2021-22.pdf
Upload any additional information	View File

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

Online Question Bank and Study materials for the students for augmentation of their studies during pandemic situation

The IQAC encouraged teachers to prepare knowledge based MCQs and study materials which were uploaded in a dedicated portal. The students could access these materials according to their convenience. This was proved to be an innovative way to facilitate progress of the students, especially those who sometimes missed online classes due to technical constraints. Students were also provided with important links of e-books through online platforms. When on-campus classes were resumed, teachers supplemented offline teaching with sharing of study materials through WhatsApp and email.

Organization of webinar/ seminars and employability training programme

The IQAC motivated the academic departments and the career counselling cell to organize seminars/webinars and employability training programs for students to upgrade their skills. The training programs provided much needed exposure to the students, and also effectively supplemented the classroom teaching.

MahindraPrideClassroom, which is a flagship CSR initiative of the

Mahindra Group, implemented by Naandi Foundation, conducted an online employability training for the students of Taki Government College, from 27.12.2021 to 15.01.2022. A batch of 100 students took part in this online training course and were awarded certificates on successful completion of the course.

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://tgc.ac.in/images/IQAC-Minutes_2021-22.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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 instil gender sensitisation among our students. At present Six

departments deal with Gender related issues and topics as part of their General electives, Honours and Post-graduate syllabi.

Six Departments viz. Bengali, Philosophy, History, Political Science, English and Economics deal with gender issues in their Honours and General papers. 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://www.tgc.ac.in/pdf/naac/7.1.1_gender_in_syllabus.pdf , https://www.tgc.ac.in/pdf/naac/Gender_Sensitization_Programme_by_WDC_2021-22.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://www.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 organization and society.

Solid waste management & Waste recycling 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 sanitized using eco-friendly chemicals.
4. Periodic awareness campaigns for all stakeholders.
5. Waste papers and materials are recycled or disposed through proper mechanism.
6. The hostel kitchen wastes are categorized 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.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

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
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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: <ol style="list-style-type: none"> 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

D. Any 1 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).

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservation of seats applies to SC, ST, OBC-A (Minority), OBC-B and Physically Challenged (PC) category. A nominal fee structure for all students allows quality education for economically challenged ones. Departments work sincerely to cater to the needs of first generation learners from socially challenged background and also organize remedial classes for slow learners. The Institution has constituted an "Equal Opportunity Cell" comprising of teachers and non-teaching staff to cater to the needs of all students irrespective of religion, caste, class and gender. Picnics, cultural programmes and the celebration of the spring season bind the teachers and students in mutual harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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 takes initiatives to sensitize students and employees towards values, duties, rights and responsibilities of citizens.

An IPR seminar titled "Chirayata Gyaner Medhasuraksha" was held in online mode on 5th April, 2022 at 6 pm via Google meet platform. (Meeting link: <https://meet.google.com/xfq-zoos-miy>) The speaker was Dr. Anindya Bhukta, Associate Professor of Economics, Netaji Mahavidyalaya, Arambagh, Hooghly. There was also International Women's Day Celebration by WDC & Cultural Committee on 1st April, 2022 at 1.30 pm.

On 8th April, 2022, another seminar lecture on gender issues was organized by the Women Development Cell & Seminar Committee of Taki Govt. College at 2 pm via offline mode. Invited speaker was Dr. Kumkum Chattopadhyay, Retd. Prof. of Bethune College, Kolkata.

The Institution also celebrates Independence Day, Republic Day and Foundation Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1J-igFsLCRMUToM_QVEsXD0K3inRcJXkE/view?usp=drive_link
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 2021-22, due to worldwide lockdown and Covid-19 pandemic situation for most of the time, it was very difficult to organize such events in offline mode. However, Taki Govt. College has managed to celebrate a few like Independence Day, Republic Day and Antarjatik Nari Dibas in offline mode strictly maintaining the COVID protocol. An Awareness Programme was jointly arranged by the Women Development Cell and Cultural Committee of Taki Government College on the occasion of Antarjatik Nari Dibas celebration held on 01.04.2022 at Seminar Room, Taki Government College.

Apart from these, our college also celebrated International Mother Tongue Day and birth anniversary of Rabindranath Tagore in online mode.

An online cultural program was organized by Department of Bengali, in association with the cultural committee of Taki Govt College to celebrate International Mother Tongue Day, 2022 on 21st February at 5pm in the Google Meet platform (Meeting link: <https://meet.google.com/keq-zxtk-rvz>).

An online cultural programme was also organized to observe birth anniversary of Rabindranath Tagore on 9th May, 2022 via Google Meet platform (Meeting link: <https://meet.google.com/ugx-ujrf-gdw>). An invited speaker, Smt. Soma Dutta also delivered a lecture on this auspicious occasion.

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	No File Uploaded
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.

TITLE OF THE BESTPRACTICE1: Study of Mangrove Ecosystem by Geography Department of Taki Govt. College

TITLE OF THE BEST PRACTICE 2: Introduction of "online Teaching -Learning & Assessment"

File Description	Documents
Best practices in the Institutional website	https://www.tgc.ac.in/pdf/AOAR_7.2.1_Best_Practices_2021-22.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

Taki Government College is located also very near to this 'Golpata jungle' covering a wing of Sundarbans. In this context, Taki Government College has ample opportunities for mangrove ecosystem studies to improve the management and conservation of biodiversity and also to arrest the recent and rapid destruction of the coastal mangrove ecosystem.

THE PRACTICE: Considering the richness of mangrove floras, the study of Mini- Sundarbans can be visualised as an attempt to gain an on-field preliminary knowledge of this type of ecosystem. Research on this area can then be applied to the Sundarban

Region. Optimum utilization and conservation of this ecosystem will contribute to the community as a whole. Keeping this in mind, Taki Government College has taken an initiative to survey this nearby ecosystem and create a Local Study Centre of Mangrove Ecosystem. The students of Geography department in Taki Government College visited Golpata forest on December 3, 2021 as part of their field visit. The objective of the field visit was to acquaint local mangrove species and ecosystem of the locality to the students.

EVIDENCE OF SUCCESS: The students and teachers who were involved in this project were very excited. They identified mangrove vegetation with their characteristics and also collected some plant species which are being preserved properly in the Department of Botany of Taki Govt. College.

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

7.3.2 - Plan of action for the next academic year

After Pandemic, College has started marching towards its goals . The teaching learning practices have been shifted from on-line to off-line mode. The First installment of funding from RUSA 2.0 in the form of 1 crore has been utilized in different developmental work. In the present scenario, IQAC has framed following plans for -

1. IQAC would request college authority to increase the number of classrooms to facilitate teaching learning process. There is a need for the expansion of the campus or construction of new building.
2. IQAC would like to request RUSA 2.0 Project Monitoring Unit (PMU) of College to pursue for the release of next Installment of grant, for infrastructure development.
3. IQAC has decided to consolidate activities like - seminars by invited speakers, regular feed back from different stakeholders, arrangement of workshops on career counseling, cultural program, publication of college Magazine etc.
4. IQAC would request different Departments to organize seminars, workshops, competition on regular basis involving the students of nearby colleges.

5. IQAC would like to encourage faculty members to get projects from funding agencies and prove their academic excellence in the form publications.
6. IQAC would request to look into the possibility of collaborative work with nearby institutions with positive mindset.