

Criterion VII: Institutional Values and Best Practices

BEST PRACTICE-2

Digital Learning and Management



Best Practice 2: Digital Learning and Management (DLM)

Objectives:

To enhance the quality of education, streamline administrative processes and foster a culture of continuous learning and innovation within Taki Government College (TGC) adopts the use of digital tools and technologies. The aim is to enhance efficiency in Digital Learning and Management (DLM) primarily for teaching-learning and assessment, student and faculty data management, student admission, student scholarship verifications, recording internal marks, maintenance of store and controlling of the PG Examination procedure.

The Context:

Amid the COVID-19 pandemic, there was a crucial need for educational institutions to shift towards digital platforms for both learning and management, emphasizing the importance of adapting to digital solutions for the continuity of education and the efficiency of administrative tasks. Our institution had already integrated DLM practices to enhance the educational experience, increase accessibility, and streamline administrative procedures, in preparation for a future where digital proficiency is a necessity.

Challenges:

- Initial lack of comprehensive digital infrastructure and tools to support a fully online environment.
- Ensuring all students and faculty to access the necessary technology and internet connectivity to address the digital divide.
- Training faculty, staffs and students to effectively use digital tools and platforms.
- Maintaining high levels of student engagement and interaction in a virtual learning environment.

The Practice:

- Learning Management Systems (LMS): Implementation of a robust LMS to manage course materials, assignments, online MCQ assessments, and communication between students and faculty members. Deployment of a comprehensive LMS to manage course content, track students' progress, and facilitate communication between students and faculty.
- Examinations management: Managing the PG examination through the controller module of ERP and recording internal and practical marks through University portal

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- **Digitized Administrative Services**: Transforming administrative processes such as admissions, fee payments, student records management, and faculty evaluations into fully online operations.
- Feedback and Improvement Mechanisms: Regularly collecting and analyzing feedback from students and faculty to identify areas for improvement and address issues promptly.
- Student database management and student scholarship verifications: Managing the process of student verification, attendance, scholarship verifications considering the huge number of students of this college.
- Financial Management: Through WBIFMS & PFMS

Uniqueness:

- Flexibility to switch between online and offline learning modes as required, ensuring continuity and adaptability as a part of hybrid learning model.
- Utilization of interactive tools and platforms can enhance student engagement and foster collaboration in the virtual environment.
- Complete digitization of PG Examination from form fill-up to publication of mark sheets.

Evidence of Success:

- The teachers and students have accepted the platform with great zeal. The live platform signifies a paradigm shift in the teaching learning methodology. It is a significant shift towards digital pedagogy. Since inception, teachers and students have expressed their complete satisfaction with this dedicated elearning platform. Students' attendance is also considerably good over the digital platform.
- The PG Examination Management System has incorporated end-to-end • digitization process, where the following operations are performed through the dedicated portal- Form fill-up; Digital codification by system of each candidate against each subject-paper; DR List Generation with Photo of Candidate and Subject/Paper name; Admit Card Generation with photo of Candidate; Award List and Top Sheet Generation based on Codification; Digital management for assigning specific roles like Paper Setter-Moderator-Evaluator; Anonymous evaluation with digitally set deadlines; Digital control of operations where Evaluators are permitted functions of marks-entry only against specifically assigned subject-paper; Email/SMS service for evaluators containing Hyperlink and password for marks entry in the portal against the Codes of Candidates; Automatic calculation for average marks, integers and 3rd Examiner cases: Automatic calculation of Paper Credit, Grade Point, Letter Grade, SGPA and CGPA against awarded marks; Progressive calculations in case of students appearing for Supplementary Examinations; Options for tallying before Result Publication: Marksheet Generation; Hosting of data in a secure server;

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Integration of published Result and Marksheet with Digilocker and National Academic Depository (NAD).

- Faculty members successfully transitioned to utilizing digital teaching methods and tools.
- Significant improvement in the speed and efficiency of administrative processes PG result publication has been observed.

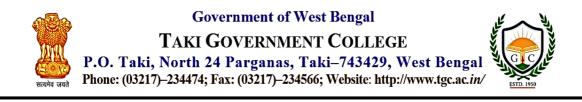
Problems Encountered and Resources Required:

- Most of the students at TGC are from remote rural areas. Digital illiteracy and cost of internet-data stood as the main constraints for the students. However, a detailed training slide was prepared for educating the students to properly join and continue the classes.
- Frequent technical issues and connectivity problems necessitated continuous IT support and infrastructure improvements.
- Keeping students engaged in a digital environment required innovative teaching strategies and interactive tools.

Requirements:

- **Training Programmes**: Development and delivery of comprehensive training sessions for all stakeholders.
- **Technical Support Team**: Establishment of a dedicated IT support team and help-desk services.
- **Cyber-security Measures**: Implementation of comprehensive cyber-security protocols and regular audits.

By adopting the best practice of DLM, our institution has successfully navigated the transition to a resilient and flexible digital academic and administrative model, ensuring continuity, excellence, and inclusivity in education and services.



E-TEACHING AND LEARNING MANAGEMENT SYSTEM

Screenshots of ERP modules from college login

Dashboard

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E-TEACHING AND LEARNING MANAGEMENT SYSTEM

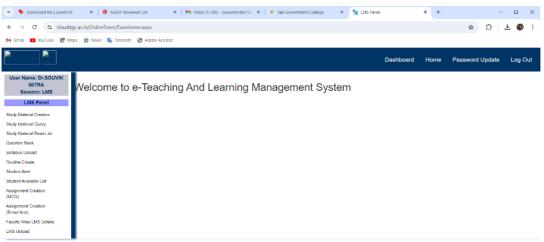
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Study material creation and upload through LMS from teacher login



Taki Government College Design & Development by Infotech Lab

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						Unit 1- DNA as the carrier of genetic information	Dr. SOUVIK MITRA		

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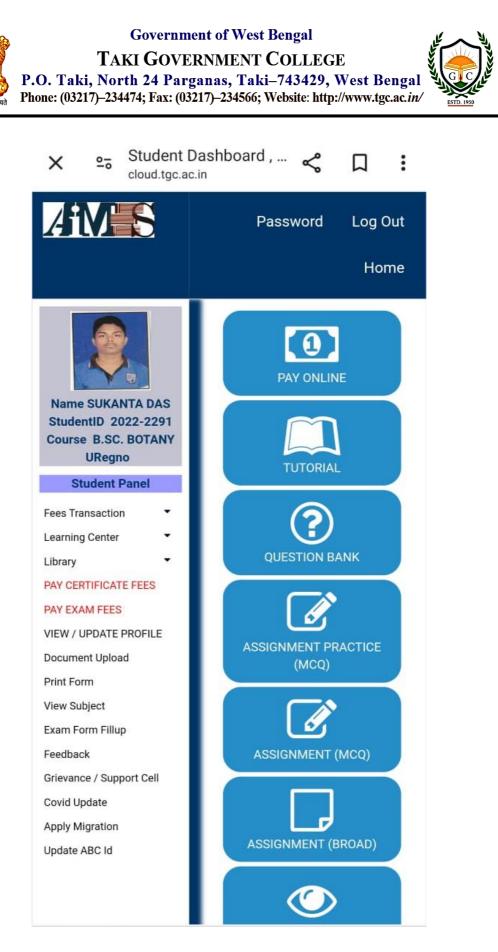
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Screenshots of LMS module from student login

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Screenshot of assignment list (MCQ) through LMS module

Link of Internal assessment through LMS: https://cloud.tgc.ac.in/mcq.aspx

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	05/05/2020			BENGALI-GEN-SEM-II- (BNGGCOR02T-DSC-1B-merged)	BNGG (AECC)	10	20	8	25	2	Practice	Student Login
	05/05/2020			Sanskrit,SANGCORO2T,Semester: 2	SANG (HCC)	10	20	8	25	2	Practice	Student Login
	05/05/2020			Sanskrit-HONS-Sem-IV- (SANACOR10T-Sanskrit-and-World- Literature)	SANHCC (HCC)	10	20	8	25	4	Practice	<u>Student</u> Login
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	01/05/2020			MTMACOR09T-Multivariate- Calculus	MTMA (HONS)	10	20	8	25	4	Practice	Student Login
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	01/05/2020			Sanskrit-HONS-Sem-IV- (SANACOR09T-Bharat-Bibekam)	SANHCC (HCC)	10	20	8	25	4	Practice	Student Login
	01/05/2020			Sanskrit-HONS-Sem-IV- (SANACOR08T-Indian-Epigraphy- Paleography-and-Chronology)	SANHCC (HCC)	10	20	8	25	4	Practice	<u>Student</u> Login
	29/04/2020			PAPER (ZOOCOR IMMUNOLOGY T) IMMUNOLOGY	HCC)	10	20	8	25	4	Practice	Student Login
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Student data management

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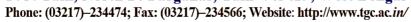
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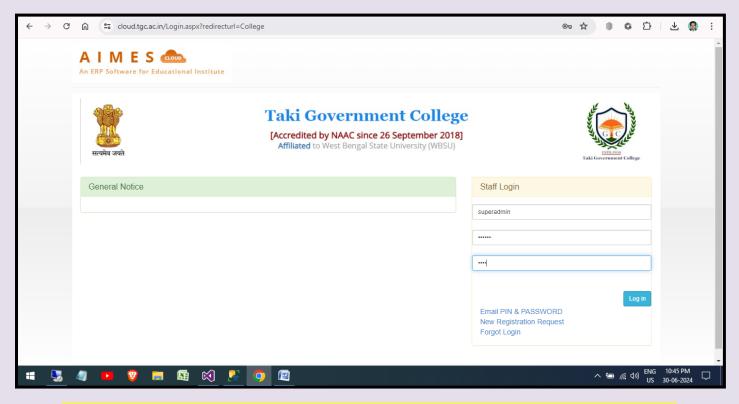
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Representative Example of PG Examination Management System through PG Controller Module of the ERP System of Taki Government College

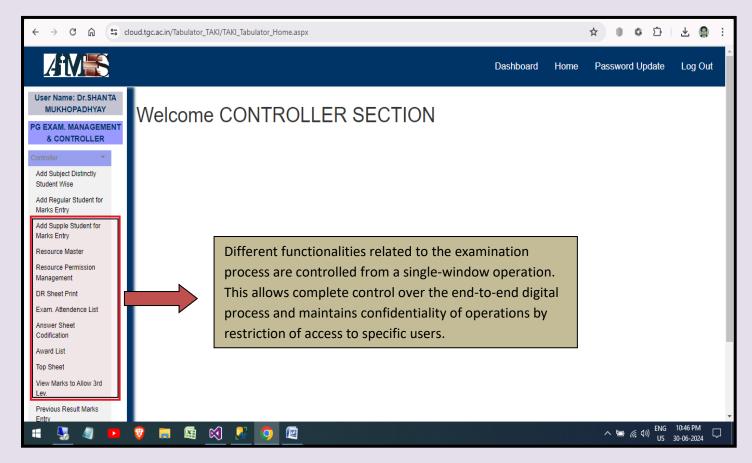
Login Screen (for PG Controller system)



Dashboard (After Login by Controller, where Controller Module is activated in Blue)

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<u>Home Screen of Controller Section (with functionalities present in tab on the left side)</u>



<u>Tab for Form Fill-up by eligible Students before Semester Examination (handled by Office):</u>

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Representative Case for Admit Card Generation after Form Fill-up:

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	NAME : ERNMENT COLLEGE	RAKHI BISWAS	IT COLLEGE TAKI	EGE
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Representative Case of DR List with photograph, Paper Code and Paper Title to mark Attendance:

Ses Sen Cou	sion 2023-3 nester 1 v Irse BENG Show Kavaha Jaka	ALI(PG) v ALI(PG) v Genera	ence List	Taki ([Accredite Affiliated	ed by NAAC s to West Beng	ince 26 September 2018] al State University (WBSU)	adi Di Di Di Taki Governme	and College	for those candidate	de and Paper Title papers against w e is appearing in a nd semester.	hich the
Sr. No		StudentImage	RollNo	Course	Name	PCOR01	PCOR02	PCOR03		PCOR04	PCOR05
						Date :	Date :		Date :	Date :	Date :
1	2023-5168		BNGH/2023/0001	BENGALI(PG)	RAKHI BISWAS	প্রাচীন ও মধাযুগের বাংলা সাহিত্যের ইতিহাস পাঠ	অধূনিক বাংগা সাহিত্যের ইউহাস পাঠ	-	ভাষাভত্ব গাঠ	ভাষাবিজ্ঞান: ক্রমবিকাশের ইভিয়াস গাঠ	প্রাচীন ও মধ্যযুগর বাংলা সাধিতের পাঠ
2	2023-5159		BNGH/2023/0002	BENGALI(PG)	MAMPI GHOSH	গ্রাচীন ও মধার্থের বাংগা সাহিত্যের ইভিয়স পাঠ	অধুনিক বাংশা গাইডোর ইভিয়াস পাঠ		ভাষাভত্ব পাঠ	ভাষাবিজ্ঞান: ক্রমবিকাশের ইভিয়স পাঠ	গ্রচিন ও মধ্যমূহের বাংশা সাহিত্যের গাঠ
3	2023-5027		BNGH/2023/0003	BENGALI(PG)	RUPKATHA GACHCHHIT	প্রচিন ও মধ্যযুগর বাংগা সাহিত্যের ইতিহাস পাঠ	অধুনিক বাংশা গাইডোর ইভিযাস গাঠ		ভাষ্যভত্ব পাঠ	ডাযাবিজ্ঞান: ক্রমবিকাশের ইভিয়স পাঠ	গ্রচিন ও দলমুগর বাংশা সাহিত্যে গাঠ
4	2023-5029		BNGH/2023/0004	BENGALI(PG)	SUSMITA	প্রাচীন ও মধ্যযুগর বাংলা সাহিজেরে ইজিহাস পাঠ	অধুনিক বাংলা সাহিত্যের ইতিহাস পাঠ		ভাষাজ্য পাঠ	ভাষাবিজ্ঞান: ক্রমবিকাশের ইতিহাস পাঠ	প্রামীন ও মধাযুগের বাংলা সাহিতেরে পাঠ

<u>Answer sheet coding (generated automatically after form fill-up by students) and generation of</u> <u>two-part Code Sheet where one part containing only the Code is attached to the Answer Script:</u>

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<u>Three-part Award List for Evaluators (sent along with the Answer Scripts):</u>

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Assigning specific 'Subject-Semester-Paper' to Evaluators and setting a Deadline for Marks Entry

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<u>Representative Email for Marks Entry by External Examiner (showing hyperlink, ID and password)</u>

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<u>Representative Window for Marks Entry by Internal Examiner (following login in ERP Portal):</u>

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<u>Representative Window for Marks Entry by External Examiner (following hyperlink in Email and using unique ID and password) against the assigned paper by Controller and its Codes:</u>

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<u>Tabulation Sheet generated by the system after Marks Entry by Internal and External Examiners</u> (the statutory norms of WBSU for calculation of Grade Point, SGPA and CGPA are followed)

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Sample of Tabulated Result Sheet, after marks entry by Internal and External Examiners

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Representative Sample of Marksheet generated by the System after Marks awarded by the Examiners (following statutory norms of WBSU for calculation of Grade Point, SGPA and CGPA):

<u>The Records are uploaded in National Academic Depository, whereby the prospective employers</u> <u>can verify the marksheet by scanning the QR Code and checking the database.</u>

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Government of West Bengal



TAKI GOVERNMENT COLLEGE P.O. Taki, North 24 Parganas, Taki–743429, West Bengal

Phone: (03217)-234474; Fax: (03217)-234566; Website: http://www.tgc.ac.in/

Administration- IFMS, HRMS

Officer-in-Charge

Taki Government College Taki, North 24 Parganas, 743429

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Integrated Financial Management System

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Finance Department, Government of West Bengal

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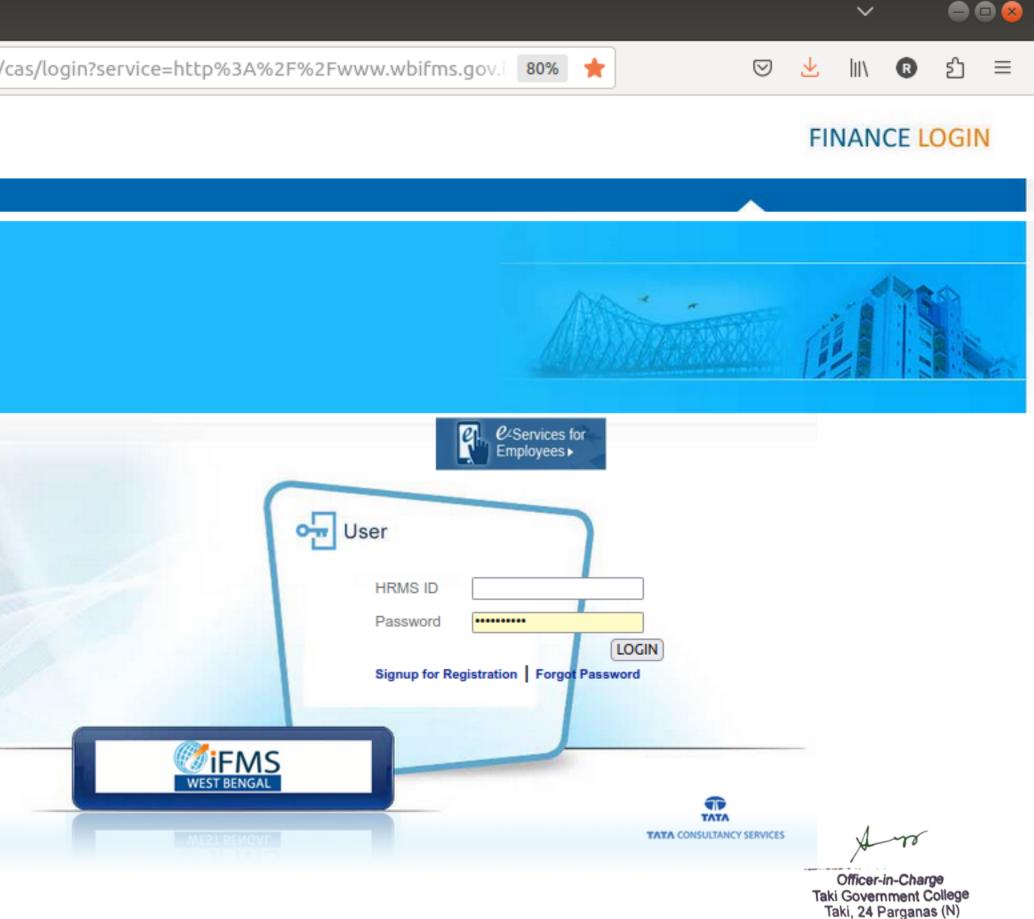
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Use this login for individual /personal matters like:

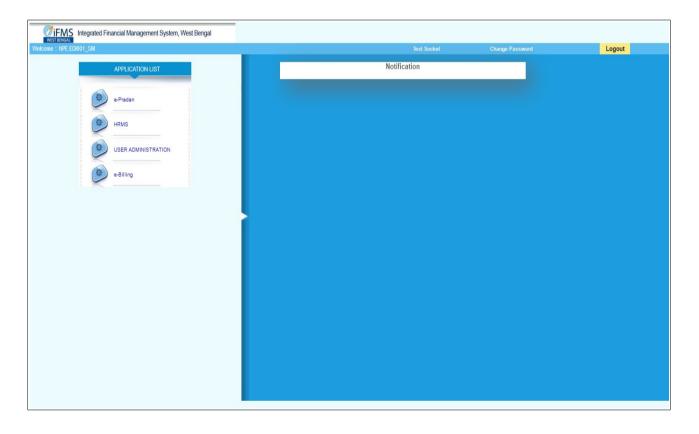
- Viewing Pay slip/IT statement/Loan /Leave /TA/DA/LTC sanction orders 1.
- 2. Applying for Loan/Leave/TA/DA/LTC
- 3. Writing SAR as 'Officer Reported upon' (self)
- Writing comments as Reporting/Reviewing 4. /Accepting Authorities in SAR

However for performing official works as HOO/AA/DAA go to 'HRMS' icon in the homepage of IFMS and use your role based 'HRMS' login.



Institutional implementation of e-Governance Administration – IFMS and HRMS

			Logout
APPLICATION LIST		Notification	
e-Pradan			
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USER ADMINISTRATION	Welcome Designation:	DR. SHANTA MUKHOPADHYAY OFFICER IN CHARGE, TAKI GOVERNMENT	
e-Billing	Name of the Office Accessible Modules	e-Pradan/HRMS/USER ADMINISTRATION/e-	
	Accessible Modules Mobile Number	Billing 9831711385	
	e-mail	shanta.mukho@gmail.com	
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Officer-in-Charge Taki Government College Taki, 24 Parganas (N)

ADMINISTRATION

Online portal- https://banglaruchchashiksha.wb.gov.in/ (Maintained by Department of Higher Education, Government of West Bengal)

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Officer-in-Charge Taki Government College Taki, 24 Parganas (N)

Implementation of E-Governance – Finance

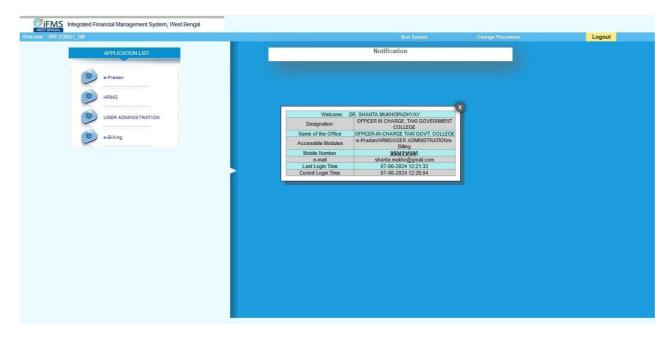
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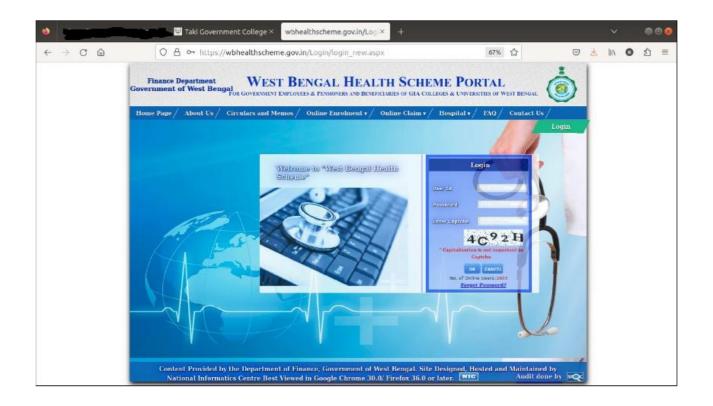


Bill Generation



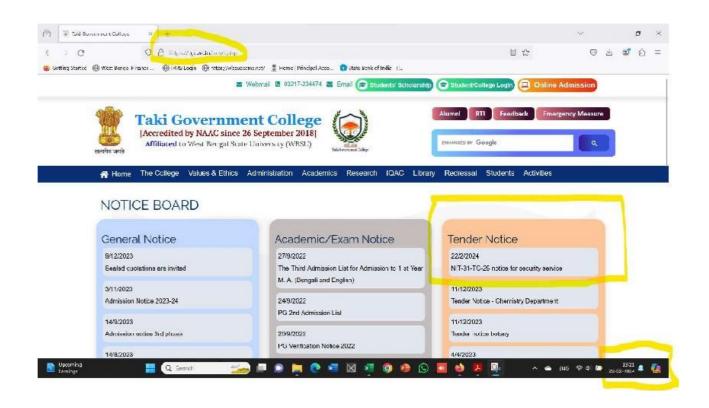
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West Bengal Health Scheme Portal

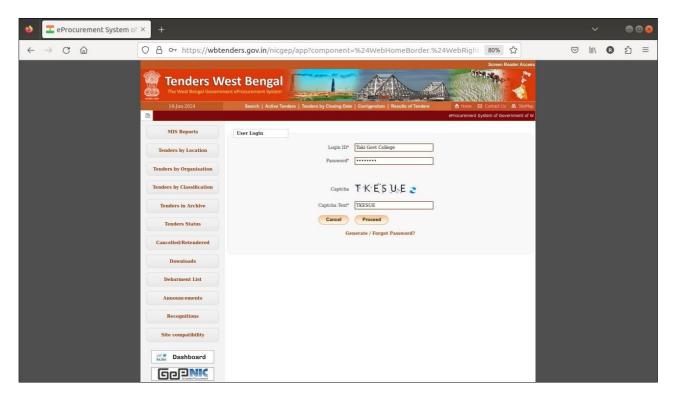


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Tender Display of tender at College Website



Login Page of West Bengal tender Website



Sample Tender From College

eProcurement System of Government of West Bengal

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1	2483169		Manjusree Mukhopadhyay	17-Mar- 07:04 P	2022 M	54,008.60	11	Accepted	LI BIDDER
2	2490179	S.B.EQUIPMENTS	MANJUSREE MUKHOPADHYAY	11-Mar- 09:53 P		88,500.00	L2	Rejected	ITEMS NOT REQUIRED BY TENDER AUTHORITY RIGHT NOW
3	2490270	M/s Popular Science Apparatus Workshops Pvt Ltd	MANJUSREE MUKHOPADHYAY			1,43,547.00	ц	Accepted	L1 BIDDER
4	2494511		MANJUSREE MUKHOPADHYAY			17,582.00	ш	Accepted	L1 BIDDER
5	2496710	INDIAN INSTRUMENTS MFG CO	Manjusree Mukhopadhyay			19,467.00	ц	Accepted	L1 BIDDER
6	2501395	delta Technologies	MANJUSREE MUKHOPADHYAY	17-Mar- 05:47 P	-2022 M	17,60,442.00	ĿЭ	Rejected	REJECTED
7	2501943	Sikdar Scientific Agency	MANJUSREE MUKHOPADHYAY	18-Mar- 01:44 A	2022 M	3,64,879.50	ц	Accepted	L1 BIDDER
8	2502088	S.A.International Projects Pvt.Ltd	MANJUSREE MUKHOPADHYAY	18-Mar- 10:32 A	2022 M	6, 187.92	ш	Accepted	L1 BIDDER
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Government of West Bengal TAKI GOVERNMENT COLLEGE



P.O. Taki, North 24 Parganas, Taki–743429, West Bengal Phone: (03217)–234474; Fax: (03217)–234566; Website: http://www.tgc.ac.in/

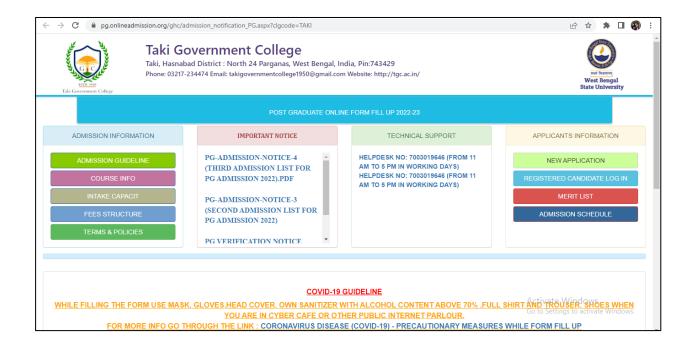
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Screenshot of PFMS portal

Officer-in-Charge Taki Government College Taki, 24 Parganas (N)

ADMISSION





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Taki Government College Taki, Hasnabad District : North 24 Parganas, West Bengal, India, Pin:743429 Phone: 03217-234474 Email: takigovernmentcollege1950@gmail.com Website: http://tgc.ac.in/	ere herery West Bengal State University
POST GRADUATE ONLINE FORM FILL UP 2022-23	
STEPS FOR ONLINE APPLICATION	NEW APPLICANT
STEP 1 :FILL THE APPLICATION FORM STEP 2 :UPLOAD REQUIRED DOCUMENTS STEP 3 :ENTERED MARKS AND APPLY PG SUBJECT STEP 4 :COMPLETE PROFILE STEP 5 :REVIEW AND PRINT	APPLY NOW
IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE	
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Government of West Bengal



TAKI GOVERNMENT COLLEGE P.O. Taki, North 24 Parganas, Taki–743429, West Bengal Phone: (03217)–234474; Fax: (03217)–234566; Website: http://www.tgc.ac.in/



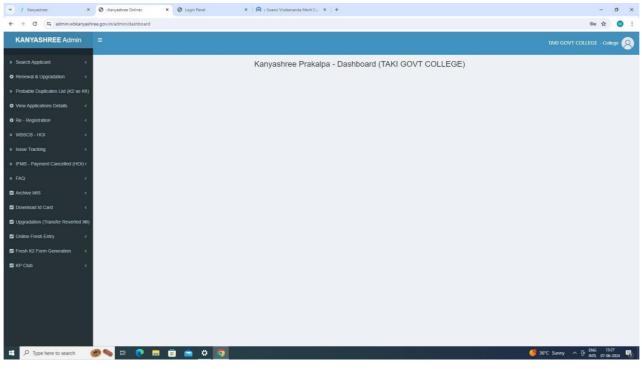
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PORTALS FOR SCHOLARSHIPS

Officér-in-Charge Taki Government College Taki, North 24 Parganas, 743429

Student's Support Kanyashree Fellowship





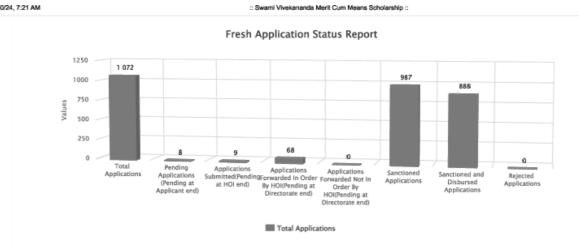
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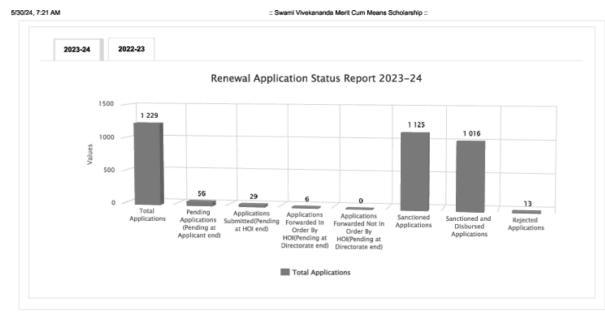
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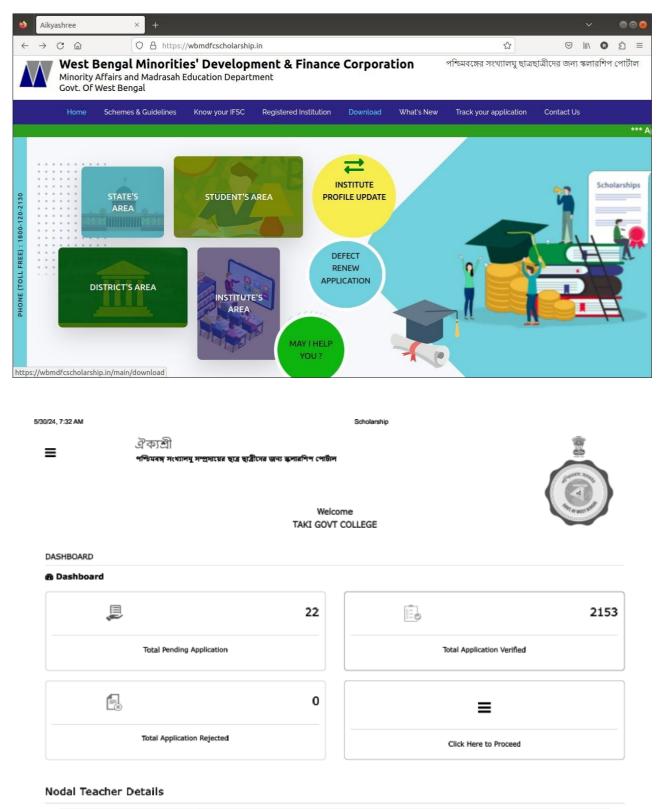


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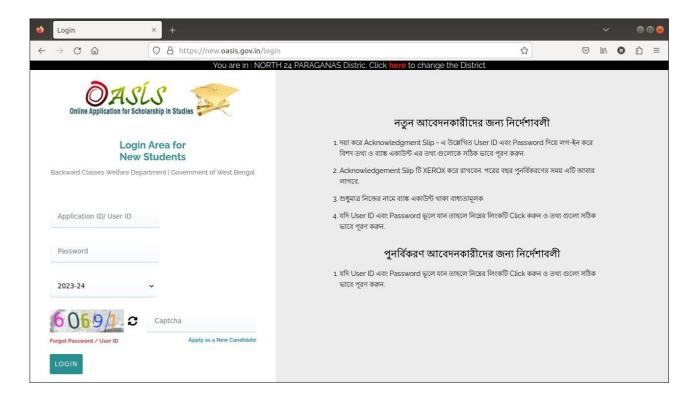
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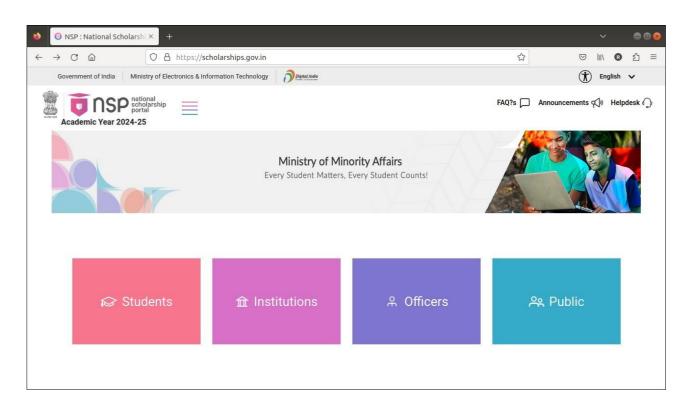
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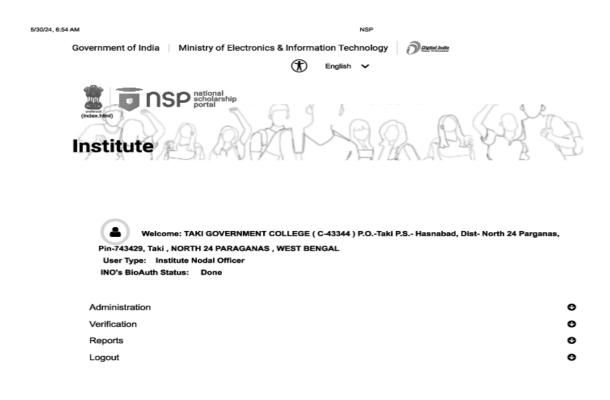
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National Scholarship Portal





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West Bengal Student Credit Card

