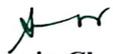


Strategic Plan Deployment Report (year-wise)



Officer-in-Charge

**Taki Government College
Taki, North 24 Parganas, 743429**

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



सत्यमेव जयते

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>



Strategic Plan during 2022-23

The IQAC of the college is engaged in efforts to improve the teaching-learning experience and the ambience in the College and to involve the students in inclusive, enjoyable, total education. The lessons learned from Covid-induced closures have shaped our motto to impart quality education and continue the good practices like online interactive sessions, sharing e-resources and videos, providing study materials through digital platforms.

For proper functioning, IQAC needs to be well constructed, comprising members from all corners of the society, personalities from administration and management. As few teacher-members of the existing IQAC have been transferred to different colleges and some of the distinguished external members also have retired from their service or transferred to different positions, there was a need for introduction of new members and restructuring of IQAC. New IQAC configuration was reconstructed and approved by the Governing Body on 12.12.2022.

IQAC felt the necessity of developing the existing infrastructure, new classrooms to facilitate teaching-learning activity in good ambience also to accommodate increasing numbers of students in every year. The aspiration of IQAC got rejuvenated when Hon'ble Chief Minister of West Bengal visited the campus on 30.11.2022 and assured of financial assistance for constructing new building in a vacant plot. Subsequently, Rupees One Crore was recommended through MPLAD fund by Shri Luizinho Joaquim Feleiro, Hon'ble MP, Rajya Sabha. As per suggestion of IQAC, college placed requisition of building plan before Public Works Department (PWD), after the selection of the Plot (adjacent to existing college building), and successful soil testing on that selected plot.

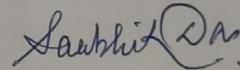
IQAC also emphasized the necessity of collaboration with different other colleges (both Government and Government aided) in different aspects of teaching-learning practices as well as social activities, through signing Memorandum of understanding (MoU). We have already signed MoU with ten-peer institutions from the district under the same affiliating University and discussion with other colleges and organizations are going on for successful completion of MoU in near future. In this way, need for domain-experts in several areas can be addressed and the horizon of the student community can be broadened through collaborative efforts.

Beside encouraging our ongoing activities like organization of seminars, workshops, outreach programs, IQAC emphasized the greater involvement of Career Counselling and Placement Cell to organize job-oriented workshops, interactive sessions and recruitment drives.

IQAC suggested greater involvement of the college in different social-welfare activities with a motto to disseminate our efforts for the betterment of society, also to make college resources accessible to the society, especially involving our NSS unit. Under the assistance of Higher Education Department, Govt. of West Bengal, and the guidance of the NSS unit of West Bengal State University, the NSS unit of Taki Govt. College has organized a 7-day special NSS camp at nearby Kathari village of North 24 Parganas from 15th to 22nd May, 2023 and adopted the village.

Department of Botany required a Medicinal Garden, as the existing 1st floor small medicinal garden is not adequate. A new medicinal garden is to be established. It is to be created in a piece of land adjacent to geography department.

IQAC also considered promotion of faculty members under CAS with ample importance. CAS proposals of 15 teachers were processed and recommended for suitable promotion.



IQAC Co-ordinator
TAKI GOVERNMENT COLLEGE
Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College

Deployment of Strategic Plan (Report of 2021-22)

1. During the session 2021-22, the planned activities were disrupted due to closure of onsite academic activities from 03.01.2022 to 02.02.2022 due to the Omicron variant (vide G.O. No.753/XVII-ISS/2M-22/2020 and subsequent notification of WBSU). The pending even-semester examination of WBSU was conducted via online mode between 11.08.21 to 31.08.21. The window for admission of new batch of UG students was extended. As a result, online classes for only students of UG Semester-III and Semester-V commenced from 14.09.2021. WBSU provided truncated syllabus to many departments to recover the lost momentum. Departments planned their online teaching schedule accordingly in order to maintain a balanced approach to keep the students informed and engaged about the academic proceedings. Online activities such as MCQ tutorials, online classes, e-sharing of relevant study materials were continued with a view to not let the morale of the student fraternity drop.
2. When onsite academic activities resumed after pandemic period, two sets of routines were prepared for both the online and offline system of 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 from August, 2021 to March, 2022, to clear the backlog.
3. An amount of Rs. 92,954/- was received from the Government of West Bengal on 18.08.2021 which was utilized for purchasing Covid-19 protection items and the sanitization drive within the campus during the unlock-phase. 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, following all eligibility protocols.
3. A proposal for 'Purchase of Laboratory Equipment, Apparatus under Development Grant' for the Departments of Chemistry, Physics, Zoology, and English was sent to Office of the DPI, GoWB on 19.07.2021. 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, despite the closure of campus till 03.02.2022 due to Omicron variant.
4. Infrastructural developmental works were undertaken, as per the project proposals included in RUSA-DPR. 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.
5. Various programmes such as seminars, workshops were conducted as per proposals received from the Career Counselling Cell, the Women's Development Cell and the IPR Cell of the College. Different departments also organized invited lectures, seminars, student seminars as per the proposals submitted to IQAC.
6. Online orientation programmes and awareness Camp at College were conducted regarding the newly launched West Bengal Student Credit Card Scheme (WBSCC). Dissemination of documents containing significant clauses in vernacular language were also undertaken.



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Minutes of the Meeting held Online on 03.07.2020 (Friday) between IQAC, Heads of the Departments and other faculty members

1. In view of the prevailing Covid-19 pandemic situation and in the backdrop of the news of few teachers and their family members getting infected, IQAC members opined in unanimous voice that all stakeholders of the College (Teachers, staff, and students) must be encouraged to strictly follow the Covid protocols, and everyone must follow the advisories issued by the Government and the medical fraternity.
2. As the activities of the College Office and few other administrative activities need to be conducted from the College campus, the members urged the Principal to conduct regular sanitization drive in the college campus and seek directives and financial assistance from the competent authorities in this regard. The Principal assured the members that necessary steps are being taken in this regard.
3. In view of the uncertainties regarding the reopening of the College campus, members opined that a balanced approach should be maintained to keep the students informed and engaged about the academic proceedings. Current online activities like MCQ tutorials through a dedicated portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc. should be continued to not let the morale of the student fraternity drop.
4. As the lockdown-centric directives and closure of campus are being extended from time to time, IQAC members felt that it is necessary to initiate a structured schedule of online classes at an early date, especially for the UG CBCS Semester students. However, such scheme also needs to be curated keeping in mind local factors like digital divide, lack of smartphone penetration and/or network strength in the region, financial hardship faced by the families of students due to the lockdown, devastating effect of cyclone Amphan faced by many local communities etc.
5. Concerns were also raised about the pending examinations of the PG students of terminal semester. The Principal assured the members that the PG Administrative Board is taking necessary steps in this regard, especially in the backdrop of the guidelines issued by the UGC on 29.04.2020.

1. *(Signature)* 03/07/2020
Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College

2. Nandini Chatterjee 3/7/2020

3. Debarati Nandy 03/07/2020

4. S. Ganapathy 3/7/2020

5. *(Signature)* 3/7/2020

6. S. Sanjiv Kumar 3/7/2020



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Minutes of the IQAC Meeting held on 02.12.2020 (Friday)
at Taki Government College

- ❖ While the prevailing Covid-19 pandemic situation is witnessing ebbs and flows and reopening of the College campus is still uncertain, there are instances of teachers, staff, students, and their close relatives getting infected. Hence IQAC members urge all stakeholders of the College to strictly follow the Covid protocols even as WBSU is conducting pending examinations in online/offline blended mode.
- ❖ WBSU has issued a directive dated 30.11.2020 to conduct internal assessment of UG CBCS Semester-II and IV students. IQAC members hereby urge all departments to ensure compliance.
- ❖ It was noted that at times a gathering of students is taking place for answer-script submission in online/offline blended mode examination. IQAC members request all departments to train the students effectively so that they become confident in online submission, and help to maintain Covid-protocols like social distancing.
- ❖ Schedule of examinations of WBSU and the available teaching-learning period indicates that there is a concerted effort to make up for the lost time. Indeed, a lot of the departments have received a truncated form of UG syllabus for the upcoming semester. IQAC also requests all departments to plan their online mode of teaching accordingly, though practical experiments for science stream are yet to resume.
- ❖ Meanwhile, CAS benefits of some teachers have become due. IQAC has decided to seek the PBAS details from the concerned teachers for necessary proceedings.

Members Present

1.  02/12/2020
Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College
2. Nandini Chatterjee 2/12/20
3. Debarati Nandy 02/12/2020
4. S. Sanyal 2/12/2020
5. B. S. 2/12/2020
6. S. Sen Gupta 2/12/20.
- 7.
- 8.
- 9.



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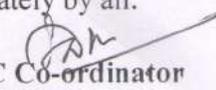
Action Taken Report of IQAC, Taki Government College for the Academic Year 2020-21

In view of the prevailing Covid-19 pandemic scenario, extended lockdown period and closure of on-campus activities, the entire 2020-21 session was marked by uncertainties, new and ever-evolving challenges, and a concerted effort to find mitigation measures. The sad and untimely demise of Dr. Biplab Chattopadhyay, Principal of Taki Government College, on 03.06.2021 after a prolonged battle with Covid-19 virus, meant an irreparable loss to the institution and the academic fraternity. Under his leadership, the IQAC tried to seek avenues to address the unprecedented scenario. Two internal meetings of IQAC, one through online mode and one on-campus meeting, were held in this academic year. The meetings were held involving the internal IQAC members only, not involving the external distinguished members.

Meeting dates: **03.07.2020 and 02.12.2020**

Upon deliberation from IQAC members following actions were taken:

1. Online activities like MCQ tutorials through a dedicated portal, e-sharing of relevant study materials, communication and mentoring through telephone/email/whatsapp etc. were continued with a view to not let the morale of the student fraternity drop.
2. A structured schedule of online classes started from 05.08.2020. Local factors like digital divide, lack of smartphone penetration and/or network strength in the region, financial hardship faced by the families of students due to the lockdown, devastating effect of cyclone Amphan faced by many local communities etc. were kept in mind while preparing the schedule. To reap the free benefits of various online platforms, class length was initially kept at 40 minutes so that nobody had to pay for using the platforms like Zoom. As more students got accustomed to the medium, the length and frequency was increased later, while receiving feedback from them.
3. Infrastructural developmental works were undertaken, as per project proposals included in RUSA-DPR. Significant among these were SITC of 100KVA Sound-proof diesel generator, renovation Work of Geography Building, procurement of Desktop computers for Computer Lab and Laptops with allied peripherals, procurement of high-end science laboratory equipment and accessories, amounting to Rs.31,93,641/- in total.
4. Necessary architecture for regular sanitization drive in the college campus was created, by utilizing funds received from the Government towards this end. 10 (ten) sensor-propelled sanitizer dispensers, 04 (four) Fogger machines, 02 (two) touch-free stands and requisite amount of liquid sanitizer were purchased and everyone was encouraged to follow protocols.
5. Initiatives were undertaken by all departments to train the students effectively, while conducting the pending University examinations, so that they become confident in online submission of answer-scripts, and help to maintain Covid-protocols like social distancing. Efforts by WBSU to make up for the lost time was also responded commensurately by all.


IQAC Co-ordinator
Taki Govt. College
Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College



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Government of West Bengal
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ESTD. 1950

Strategic Plan Development 2019-2020

Quality improvement strategies adopted by the institution for each of the following:

Examination and Evaluation

The College follows the examination evaluation system of West Bengal State University. The final examinations are conducted by the University every year. Class tests are regularly conducted to gauge the learners' progress and prepare them for their terminal exam. Apart from the End Semester examinations, Mid Semester examinations are also been conducted, as a part of the total evaluative process. The PG Examination Committee was constituted to streamline the matters related to PG examinations. Postgraduate courses in this college enjoy academic autonomy and follow semester system. The PG Result Publication Committee deals with effective tabulation and publication of results. The evaluation of answer scripts undergoes double staged examination-internal and external.

Teaching and Learning

With the introduction of CBCS Curriculum, semester system of evaluation has been introduced. The college offers ICT enabled classrooms with LCD projectors, laboratory demonstration with charts, models and advanced instruments. There are a couple of classrooms with internet connection of required bandwidth to ensure virtual classroom teaching. The College arranges for lectures by eminent scholars and also student seminars. At times, Students are taken for excursion and field visits. Career counselling seminars are conducted with the purpose of soft skill development, job opportunities, preparation for competitive exam and academic values. During the period of lockdown due to the COVID 19 pandemic, the students were offered LMS tool (Learning Management System) through which the teachers regularly uploaded study materials and question banks for the students. Since offline classes had to be suspended online classes were held during this time.

Curriculum Development

Taki Government College is affiliated to West Bengal State University (WBSU) and follows the curriculum stipulated by WBSU. Teachers regularly participate in the workshops organized by the University to understand the rationale behind curricular changes. Some of the teachers of the college are members of Board of Studies of WBSU and are directly involved in curriculum development. The College runs autonomous PG Programs in Bengali and English, affiliated to WBSU. Teachers, being members of the PGBOS actively participate in development of the curriculum. The PG administrative board of the college ensures smooth functioning of the PG courses in the college.

Research and Development

IQAC always strive to improve the academics and research performance and research ethics in the college. Research funding from various funding agencies like UGC, DST etc. comes to the college. The Research Committee of the College assesses project proposals prepared by the faculties and ensures timely forwarding of research projects. The Intellectual Property Right (IPR) cell at the college (est. 2017) and the departmental laboratories and instruments try to cater the needs of

students and researchers. An exhaustive list of research papers published by the faculties in international and national journals testifies to the quality of teaching in this Institution.

Admission of Students

The institution maintains complete transparency in UG and PG admission procedures. The system of online admission for undergraduate and postgraduate courses was introduced in 2015 to ensure fair, hassle free admission procedure for students. Since then, the complete admission procedure has been performed through online procedure including the generation of Merit List. The selected students are informed through SMS.

Industry Interaction / Collaboration

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

Human Resource Management

The College believes in promoting a safe and efficient environment by enforcing behavioural standards. The Human Resource Management policies of the College endeavours to nourish and enhance the mutual bonding among stakeholders. The basic ethical values underlying the code of conduct for teachers are care, trust, integrity and respect as depicted in college website (http://www.tgc.ac.in/images/Handbook_of_Code_of_Conduct-TGC.pdf). The College is committed to follow a set of enduring Core Values. These values shape the institution's Mission, Vision, and Goals, Thrust, Priority and provide the foundation for all its academic and extra-curricular activities (http://tgc.ac.in/images/Institutional_Core_Values_TGC.pdf).

Library, ICT and Physical Infrastructure / Instrumentation

The Library Advisory Committee consisting of the Librarian and all Heads of the departments under the Chairmanship of the Principal of the College is in function. The Library of the College caters to all teaching departments and has a wealth of almost 1, 00,000 books. The college library utilizes Integrated Library Management System. The automated bibliographic data-base of the library collection is in the process of being developed with 25000 books already entered. The ILMS being used is KOHA version 10.2. Despite the hindrances created by the COVID pandemic, 221 books worth Rs 163,440 have been acquired in the session 2019-20.

Implementation of e-governance in areas of operations:

Planning and Development

All stakeholders are consulted prior to making necessary decisions. Following decisions adopted at the College level, the detail project lay out is being forwarded to the Higher Education department for approval and allocation of funds. With due approval from HED, the fund is placed with Public Works Department (Electrical and Social Sector) and finally the project is implemented at college.

All the above steps ensure e- communication among respective departments and stakeholders. Finally, the payment is also made through electronic transfer ensuring transparency.

Administration

The e-mails of the faculty members and the students are made available on G suite. Free wifi facilities are available for the students, teachers and all other staff members. The entire student data are maintained at Document Cloud and readily available for administrative purpose. Important notices are communicated to the stakeholders via e-mails and other social media platforms. The College website is regularly updated and modified so that it can be readily accessed to gather information about the College.

Finance and Accounts

For salary bills and other financial transactions, College office has been practising paperless process for last couple of years. In this year, all transactions like payment of salaries to staff members, payment to suppliers and other agencies outside college are being processed through 'IFMS', directly provided by Ministry of Finance, Govt. of West Bengal. The funds disbursed by UGC are managed through Public Fund Monitoring System (PFMS). In the session 2019-20 the college has received funding from RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) under the category Infrastructure Development Programme (IDP) to colleges [Component 9: RUSA 2.0] and the funds would be disbursed through PFMS.

Student Admission and Support

In this academic session, the complete admission procedure has been performed through online mode including the generation of Merit List. Student database is maintained at DocumentCloud. In this academic session, the selected students were also informed through SMS. After admission to College, the student applies for registration to West Bengal State University through online procedure. The students of this college apply for various fellowships and stipends through online procedure. Backward, minority and financially weaker section of students of this college are offered several scholarships like Aikyashree, SC-ST –OBC Scholarships, Swami Vivekananda Merit cum Means Scholarship funded by Government of West Bengal. All Girl Students enjoy Government incentive scheme Kanyasree (K2 for Undergraduate Students and K3 for Post graduate students).

Examination

The College follows the examination evaluation system of West Bengal State University. The final examinations are conducted by the University every year. The descriptive roll of the candidates are sent to college through electronic communication and attendance of the candidates are sent to the University on the same day through electronic communication. All internal College Examinations/Tests are conducted by a College Examination Committee with the assistance of the faculty members. The University examination committees are entrusted with the responsibility of conducting university examinations. The support staffs of the College also play vital role to maintain the schedule for the smooth conduct of the examinations. The date of qualifying examinations have been scheduled according to Academic calendar of the college and notified well ahead in the college notice board and website. The marks obtained by students in internal examinations have been made available on the University portal. The support staffs of the College also play vital role to maintain the schedule for the smooth conduct of the examinations. The date of qualifying examinations have been scheduled according to Academic calendar of the college and notified well ahead in the college notice board and website. The marks obtained by students in internal examinations have been made available on the University portal.



Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College



Strategy Development and Deployment 2018-2019

Quality improvement strategies adopted by the institution for each of the following:

Research and Development

IQAC always strive to improve the academics and research performance and research ethics in the college. Research funding from various funding agencies like UGC, DST etc. Comes to the college. The Research Committee of the College assess project proposals prepared by the faculties and ensures timely forwarding of research projects. The Intellectual Property Right (IPR) cell at the college (est. 2017) and the departmental laboratories and instruments try to cater the needs of students and researchers. An exhaustive list of research papers published by the faculties in international and national journals testifies to the quality of teaching in this Institution.

Library, ICT and Physical Infrastructure / Instrumentation

The Library Advisory Committee is in function, consisting of the Librarian along with all Heads of the departments under the Chairmanship of the Principal of the College. The Library of the College caters to all teaching departments and has a wealth of almost 1, 00,000 books. The college Library utilizes Integrated Library Management System. The automated bibliographic database of the library collection is in the process of being developed with 10000 books already entered. The ILMS being used is KOHA version 10.2. 132 books worth Rs 43,980 and NLIST journals worth Rs 5,900 have been acquired in the session 2018-19.

Human Resource Management

The College believes in promoting a safe and efficient environ by enforcing behavioural standards. The Human Resource Management policies of the College endeavours to nourish, enhance and take to the mutual bonding among stakeholders. The basic ethical values underlying the code of conduct for teachers are care, trust, integrity and respect as depicted in college website(http://www.tgc.ac.in/images/Handbook_of_Code_of_ConductTGC.pdf). The College is committed to follow a set of enduring Core Values. These values shape the institution's Mission, Vision, and Goals, Thrust, Priority and provide the foundation for all its cademic and extracurricular activities (http://tgc.ac.in/images/Institutional_Core_Values_TGC.pdf).

Industry Interaction / Collaboration

Industry Interaction / Collaboration The Career Counselling Cell and Placement Cell regularly invites various corporate bodies for workshops and seminars to orient the students with the current market scenario. The College has organised seminars like, Career Orientation in Information Technology, Career Awareness on Film Making and Script Writing etc in this session. Career Counselling Session on Government and Corporate Jobs by Zest India Academy was conducted in this session.

Admission of Students

The institution maintains complete transparency in UG and PG admission procedures. The most significant organizational change that occurred in the admission process was the introduction of online admission in college for undergraduate and postgraduate courses since 2015, to ensure fair, hassle free admission procedure for students. The complete admission procedure has been

performed through online including the generation of Merit List. The selected students were also informed through SMS.

Curriculum Development

Taki Government College is affiliated to West Bengal State University (WBSU), follows the curriculum stipulated by WBSU. Teachers regularly participate in the workshops organized by the University to understand the rationale behind curricular changes. Some of the teachers of the college are members of Board of Studies of WBSU and are directly involved in curriculum development. The College runs autonomous PG Programs in Bengali and English, affiliated to WBSU. Teachers are being members of the PGBOS actively participate in development of the curriculum. The PG administrative board of the college ensures smooth functioning of the PG courses in the college.

Teaching and Learning

With the introduction of CBCS Curriculum, semester system of evaluation is being introduced. In order to ensure enhanced communication gravity between teacher and students the college offers ICT enabled classrooms with LCD projectors, laboratory demonstration with charts, models and advanced instruments. There are couple of classrooms with internet connection of required band stay to ensure virtual classroom teaching. The College arranges for lectures by eminent scholars and also student seminars. At times, Students are taken for excursion and field visits. Career counselling seminars are conducted with the purpose of soft skill development, job opportunities, preparation for competitive exam and academic values.

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The College follows the examination evaluation system of West Bengal State University. The final examinations are conducted by the University every year. Class tests are regularly conducted to gauge the learners' progress and prepare them for their terminal exam. College also organises mid semester examinations at every semester. The PG Examination Committee was constituted to streamline the matters related to PG examinations. Postgraduate courses in this college enjoy academic autonomy and follow semester system. The PG Result Publication Committee deals with effective tabulation and publication of results. The evaluation of answer scripts undergoes double staged examination internal and external.

Implementation of e-governance in areas of operations:

Student Admission and Support In the academic session, the complete admission procedure has been performed through online including the generation of Merit List. Student database is maintained at Document Cloud. In this academic session, the selected students were also informed through SMS. After admission to College, the student applied for registration to West Bengal State University through online procedure. Side by side, the students of this college applies for certain fellowships and stipends, like Kanyashree, Swami Vivekananda, Fellowship for minority students from different authorities through online procedure Examination The College follows the examination evaluation system of West Bengal State University. The final examinations are conducted by the University every year. The descriptive roll of the candidates are sent to college through electronic communication and attendance of the candidates are sent to the University in the same day through electronic communication. All internal College Examinations/Tests are conducted by a College Examination Committee with the assistance of the faculty members. The University examination committees are entrusted with the responsibility of conducting university examinations. The support staffs of the College also play vital role to maintain the schedule for the smooth conduct of the examinations. The date of qualifying examinations have been scheduled according to Academic calendar of the college and notified well ahead in the college notice board and website. The marks obtained by students in internal examinations have been made available on the University portal.

Planning and Development

All stakeholders are consulted prior to making necessary decisions. Following decisions adopted at the College level, the detail project layout is being forwarded to the Higher Education department for approval and allocation of funds. With due approval from HED, the fund is placed with Public Works Department (Electrical and Social Sector) and finally the project is implemented at college. All the above steps ensure communication among respective departments and stakeholders. Finally, the payment is also made through electronic transfer ensuring transparency.

Administration

The emails of the faculty members and the students are made available on G suite. Free wifi facilities are available for the students, teachers and all other staff members. The entire student data are maintained at Document Cloud and readily available for administrative purpose. Important notices are communicated to the stakeholders via emails and other social media platforms. The College website is regularly updated and modified so that it can be readily accessed to gather information about the College.

Finance and Accounts

For salary bills and other financial transactions, College office has been practising paperless process for last couple of years. In this year, all transactions like payment of salaries to staff members, payment to suppliers and other agencies outside college are being processed through 'IFMS', directly provided by Ministry of Finance, Govt. of West Bengal. The funds disbursed by UGC are managed through Public Fund Monitoring System (PFMS). In the session 201819 the college took initiative to apply for funding from RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) under the category Infrastructure Development Programme (IDP) to colleges [Component 9: RUSA 2.0] and the funds would be disbursed through PFMS.



Coordinator
Internal Quality Assurance Cell (IQAC)
Taki Government College