## 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 bandstay 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 werealso informed through SMS. After admission to College, the student applies for registration to West Bengal State University through onlineprocedure. The students of this college applies for various fellowships and stipends through online procedure. Backward, minority and financially weaker section of students of this college are offered several scholarships like Aikyashree, SC-ST –OBC Scholarships, Swami Vivekananda Merit cum Means Scholarship funded by Government of West Bengal. All Girl Students enjoy Government incentive scheme Kanyasree(K2 for Undergraduate Students and K3 for Post graduate students).

## 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 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