



सत्यमेव जयते

Government of West Bengal
OFFICE OF THE PRINCIPAL, TAKI GOVERNMENT COLLEGE
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ESTD. 1930

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.

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. 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