

BEST PRACTICE I

1. Title:

Students' participation in campus management

2. Goal:

The sole aim is to instil a sense of belongingness of the institution and its property. It also aims at creating a habit of following common norms for proper disposing of waste and arousing cooperative responsibility of keeping the campus neat and clean, and creating an eco-friendly campus.

3. Context:

The college is used to clean the floor of buildings regularly by salaried sweeper, and the campus by students and staff on notification by the Principal for cutting and cleaning or by engaging wage earners when needed to do so. The NSS Wings of the college also clean the campus at times during their yearly programmes. In spite of the activities carried on in the college, the campus is not free from waste materials of different kinds including dry-leaves. Simply doing social service when required and organising cleanliness day have helped to achieve the desire effect only for a few days.

So there is a need to evolve a system that would bring the educational campus neat and clean, and a green zone. Chalking out action plan and action taken started during the previous session.

4. The practice:

The campus management involves evolving a system of behaviour pattern to be strictly followed by all the individuals of the institution. The college has already followed a mechanism for adhering to codes of conduct and rules and regulations by all staff, students and visitors and is kept displayed in the campus, and also at Central Library and at Hostels. But in reality things are seen different; the walls, doors and windows of buildings and the pavement area are seen defiled due to unscrupulous use for board and display. So the college has adopted a mechanism to change behaviour of the students towards keeping the campus neat and clean throughout and regular cleaning and trimming the green zones.

There are three main organisations of students- Oriental College Students' Union (OCSU), NSS Units and Echo-Club. Of these, OCSU is formed by elected representatives and is most active during their tenure. Therefore they are the first target group to sensitise and aware of their responsibility for keeping the college neat and clean and taking part in proper management of the campus. They are guided by the Vice-President of the union and the Convenor of co-curricular committee.

The steps taken up for participation of all- staff, students and alumni- in keeping with the objectives are:

- i. collaborative approach involving OCSU, NSS, Echo-Club and alumni association while organising activities of cleanliness and tree plantation
- ii. organising awareness programmes on plastic free zone, waste management, rain-water harvesting, Swachhta Bharat Abhiyan etc.
- iii. initiation of monthly discussion programme on campus management and students' code of conduct with elected Secretaries of OCSU
- vi. display at specific points of the campus about dos and don'ts
- v. dispersing dustbins or waste-bins at proper places

vi. motivating student leaders to play as a role model and to motivate others

The students' union representatives led by the General Secretary began to see if any student attending classes neglecting the college uniform, and the requested their fellow students to uphold the unity and belongingness of the college community. They showed themselves the same by picking up pieces of waste to put in dust-bin as they happened to see on the way.

5. Evidence of Success:

The students' union of 2018-19 installed, using the common pull of their budget, six tin-drums for use as waste-bins and four sitting slabs for resting at places of the campus. They even organised cleaning services jointly with student volunteers of NSS and Echo Club at times on Sundays or holidays.

Department level social service with the guidance of the faculty has become a common event, especially at the time when the syllabus is about to complete.

Number of students participating in activities organised by the college observing national and international days has increased.

6. Problems Encountered and Resources Required:

The practice could not go beyond the areas of academic blocks, approach roads and footpaths, adjacent pavements and green zones. It fails to cover other areas and aspects of campus management.

There are complaints against the students who are actively involved in the activities for their irregularity in joining classes and continuous internal evaluation which he/she should not escape.

Display requires innovative techniques for good result. The use of paper and synthetic sheet for display not only averse to neatness and eco friendliness but also lacks attractiveness and effectiveness. So the use of electronic and digital technology is required.

7. Notes (Optional):

BEST PRACTICE II

1. Title:

Publication of Annual Chronological Events

2. Goal:

To understand all staff, students and other stakeholders who are directly related to the college about the institutional practices and outcomes.

To facilitate instant reporting of the college data to peer bodies like NAAC, NIRF, AISHE etc.

3. Context:

Most of the staff and faculty do not have knowledge of most practices and the performances of the college; they do not know even the common rules and regulations or ordinances that are outside the classroom delivery. Again, teachers' participation in college events is also poor. So a considerable gap of knowledge about the institution among its functionaries is discernible.

Secondly, compiling and publication of all events in an academic year, including Academic Calendar, admission events and enrolment data, commencement of class and examination events, induction of students/teachers, workshops and seminars, extension and outreach programmes, staff development or welfare programmes etc. will be a good information to stakeholders as well as an authentic data for submission of AQAR of NAAC, AISHE, NIRF etc.

4. The practice:

Compilation of annual student enrolment and examination data including Career Oriented Courses and faculty positions of different Departments, analysed statistically, from 2011-12 was made in September, 2016 by the Coordinator of IQAC as official ready reckoner. It was useful in many purposes. Later on it was updated and published as academic bulletin for free distribution to Departments and all other organs/offices of the college.

With this venture, the idea of compiling annual chronological events came and started working on it in 2017-18 taking the bulletin period from June to July. But it could cover data of a few aspects of the academic institution.

The issue of Annual Academic Bulletin (July, 2019) was more holistic and satisfactory. A wide range of activities of the college were able to incorporate chronologically from July, 2018 to June, 2019 such as

- i. Comparative student enrolment figures and trends including structure based on sex and social criteria of the present and previous year
- ii. Examination results of the current and previous years, comparative view, subject-wise pass p.c., trend of results
- iii. Teaching and non-teaching staff position
- iv. Important decisions, policies adopted and action taken
- v. All activities organised and performed: augmentation of infrastructure and learning resources, repairing/renovation and campus management, staff and student welfare activities, workshop/lecture/FDP/awareness programmes, extension and outreach programmes etc.

5. Evidence of Success:

The Departments are benefitted by the information of subject-wise pass percentage while maintaining Departmental progress records and updating Departmental profile. Similarly, the section of chronological events in the Bulletin helps in writing faculty profile-records of participation in activities performed in the college.

Many of the data contained in the annual publication are used in preparing AQAR of NAAC as well as in filling the fields of AISHE, NIRF etc.

It got encouraging feedback from faculty. Suggestion for incorporating research based articles and bringing out in offset print to make it a good publication was also received.

It encourages the faculty as well as the Departments to participate or perform activities. If an event is found missing in the annual publication, they ask for not covering their activities.

6. Problems Encountered and Resources Required:

The annual publication containing student enrolment, examination, staff and events/activities of the college is still remained as a compilation of office computer prints. There is a need to bring out properly as a bulletin of an institution. But the college doesn't have printing press. So, it has to depend on offset printing and binding firm outside. Here the main problem is unavailability of fund. So there is need to create financial sources for setting up a printing press, which may also be useful in other activities of the college, if such a useful venture of publishing chronological events as bulletin is to continue in future. Another hurdle that must be overcome is the need for a team work. The Coordinator of IQAC alone will not be able to continue smoothly the publication work in addition to executing multipronged activities and assignments. Sparing of staff is a problem in the college now.

7. Notes (Optional):

8. Contact details

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