

BEST PRACTICE -1 (SESSION 2018-2019)

Title of the practice : National Service Scheme (NSS)

Goal: The college has a strong NSS wing working under the NSS cell University of Calcutta. The institution promotes NSS for the all-round development in the character building of students and to give a human face to the otherwise curriculum-based education. The college aims to produce socially responsible citizens and aspires to bring out the “Samaritan” in every learner through true activities of this social service scheme.

The Context : In order to extend its activity at the community level, the NSS unit of the college has adopted the slum area adjoining to Arupota village, near Dhapa (Ward No. 58 of Kolkata Municipal Corporation) for the past two years for its extension activity, thus bringing together the campus and the community. We believe that this will help students understand the community in which they work and in turn understand themselves in relation to their community.

The Practice: The college holds special camp activity along with regular activity to understand and identify the needs and problems of the community and involve them in problem solving and help them to develop amongst themselves a sense of social and civic responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony.

21st January to 27th January 2019

- NSS Special Camp on health and environment at Arupota village Dhapa Kolkata
- Special Camp activity involve teachers, students and dwellers of the Arupota village.
- Some of the programs held in the camp are
- Health check-up by RN Tagore Super Speciality Hospital
- Oral cancer screening by RN Tagore Super Speciality Hospital
- Lecture on “How we came on earth”.
- Demonstration on science and superstition by Bharatiya Bigyan and Juktibadi Samiti
- Seminar on environmental awareness
- Workshop on invisible world with foldscope by the department of Environmental Science, University of Calcutta at the campsite.
- Demonstration and workshop on fabric by Pidilite

Our NSS programme officer and 2 students took part in the NSS adventure camp at Manali, Himachal Pradesh from 5th to 14th November 2018 organised by the Ministry of Youth Affairs and Sports, Government of India at Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports .

Evidence of Success : The people living in the slum areas in and around the camp site locality are made aware of different social, environmental and health issues so that they have a better

livelihood. The students also become more socially responsible while taking part in such activities.

Problems Encountered and Resources Required :

Sufficient mobilization is needed to introduce new ideas to the people in order to rid them of the social taboos and superstition, create health awareness amongst themselves. The task is equally challenging as they hold strong affinity to the age old misconceptions and superstitions. The planning and designing of programs need to be done accordingly.

Contact person: The Principal

Name of the Principal : Dr.Purna Chandra Maity

Name of the Institution : Acharya Jagadish Chandra Bose College

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Accredited status : NAAC accredited in 2016

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Best Practice -2 (Session 2018-2019)

Title of the Practice : Academic And administrative Audit

Goal: To systematically compile and objectively assess, individual and departmental inputs aimed towards institutional improvement and quality sustenance.

The Context : Upgrading academic and administrative process is a continuous endeavour for an institution. The changing education scenario demands

- External and self evaluation as well as sustenance initiatives for maintaining quality.
- Stimulating academic environment for promotion of quality in teaching learning and research.
- Inculcating accountability in staff members for assuring quality of their administrative teaching and research services.

During meetings of IQAC, it was felt that AAA will help us to understand the present status of various institutional processes and identify the gaps , will guide and direct us to take necessary steps and start new initiatives. It transpired that we lacked standardized formats for periodic assessment of academic and administrative units. The IQAC made formats for both these audits in compliance with the UGC recommended format to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs and processes.

The Practice: The proforma prepared by the members of the IQAC was placed in its meeting for subsequent approval. It was then distributed to all departments through electronic media. It included departmental profile, students profile, workload research details and teaching and evaluation processes.

From the proforma the following information could be gathered

- teachers' orientation to handle curriculum
- planning of curriculum transaction
- efforts made to develop and improve their academic, professional competency.
- mechanism adopted for teaching methods
- ICT teaching aids used mechanism to keep pace with recent developments.
- Analysis of students results.
- Feedback evaluation system, to communicate progress of students to their parents

The proforma for administrative departments includes information related to different sections handling admissions, examinations, stores, accounts, salary, appointments, promotion, administration, scholarships, library, laboratory, audit etc.

Staff members were informed about the need of the audit and the proforma to be used for the same. They were expected to submit the duly filled in proforma to the IQAC through their respective heads within a stipulated time period.

An external audit team consisting of reputed academicians from outside universities evaluated the departments on the basis of the inputs given.

The team made appropriate recommendations for continuous improvement of the process and procedures used for Quality Assurance and enhancement. Internal audit will also be done in near future.

Audit report : http://ajcbosecollege.org/Academic_Audit.pdf

Evidence of Success : The exercise of undergoing the AAA has resulted in critical objective and introspective assessment of present status of the departments and areas that need improvement. It has created a stimulating environment in using the staff and teachers to engage in quality academic pursuits. The audit also generated awareness regarding the plethora of effective teaching methods and variety of activities that can be conducted. Quality enhancement data compilation for audit brought in systematic documentation by the staff members.

The objective and realistic recommendations were well accepted by both academic and administrative staff and there is eagerness to comply with the same.

Problems Encountered and Resources Required : Initial resistance from staff was encountered by the IQAC as they felt that the exercise was futile and time consuming. However, the endeavour which started with scepticism concluded with the staff feeling satisfied and ready to accept the evaluation positively. The data collection took a long time and compilation was also challenging. To address this problem the dates for submission were extended.

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