

INSTITUTIONAL BEST PRACTICE, 2016-2017

CRITERIA: VII
QUESTION NO.: 7.2

BEST PRACTICE - 1

Title of the Practice: Orientation of newly admitted students and their parents

Objective: To make the newly inducted students and their parents aware about the Institute along with its rules and regulations.

Context: The newly admitted students need to feel aware and comfortable in the institute so that the feeling of bonding and belonging comes with ease.

Practice: In order to ensure this several initiatives are taken:

1. The Principal holds a session each with the newly inducted students and their parents.
2. The Principal gives an insight to the infrastructure, support services and activities of the college through a PowerPoint presentation.
3. All the queries are answered by the Principal directly.
4. Phone numbers and email id is taken directly from the parents for future communications.
5. The departmental teachers are introduced.
6. The librarian makes them aware about the library and its rules and regulations.
7. Simple activities and team building sessions are arranged so that the students get to know each other.
8. Anti ragging booklet, College ID card and LRC card is given to the parents so that the student can carry it the very first day she comes to college.

Parent-Orientation of all freshly admitted B.Com students was held on 30th June 2016 and that of B.Sc. students on 1st July 2016. Parents were oriented regarding the rules and regulations, facilities available and the achievements of the college through a power point presentation given by the Principal. After the presentation, kits containing the College ID card, LRC card and anti-ragging booklet were distributed. Personal details of parents were also collected. Tea & biscuits were served at the Food Court.

Students' Induction Programme for main campus was held on the 4th & 5th July 2016 for newly admitted students of all courses. The programme included orientation by the Principal, departmental orientation by H.O.Ds, LRC orientation and orientation on Soft Skills & Personality Development. Simultaneously, several workshops and team building games were also organized for the 2nd and 3rd year students.

The 1st year BBA students had a formal program on 8th & 9th July 2016. The session highlighted the importance of maintaining discipline and decorum in the Institute. It also provided a broader outlook of BBA course curriculum and extracurricular activities.

Evidence of Success: The initiatives taken were fruitful and the students felt comfortable. This helped to reduce the dropout rate.

Problems Encountered and Resources Required: NIL



Parent-Orientation



*Orientation by the Principal,
Students' Induction Programme*



*Orientation by Head of Department,
Students' Induction Programme*



*LRC Orientation,
Students' Induction Programme*



*Workshop on Soft Skills &
Personality Development*

BEST PRACTICE - 2

Title of the Practice: Faculty Improvement Programme

Objective: To encourage the teachers to improve research output and publish research papers in good journals

Context: Faculty members were encouraged to participate in Institute organized and sponsored short Faculty Improvement Programmes. The programmes were specially designed to help members to brush up their research skills and paper writing aptitude.

Practice:

- A National Level Seminar on “Current Trends in Research Methodology and Statistical Analysis” under Faculty Development Programme was organized by the college (Department of Science & Commerce) on 27/01/2017 & 28/01/2017.
 - a) Lecture on Funding Agencies in Research by Dr. Jagadish Chander (Advisor, Ministry of Science & Technology, Government of India).
 - b) Lecture on Indian Patent System and its Development for Scientific Communities by Dr. Susil Kumar Mitra (DC, In-charge Design Office, Controller General of Patents, Designs & Trademarks, Government of India).
 - c) Lecture on Writing Scientific Articles by Dr. P.R. Padma (Professor, Department of Bio-technology & Bioinformatics, Avinashlingam Deemed University, Coimbatore).
 - d) Lecture on Ethics in Research by Dr. Barun Mukhopadhyay (Professor, Biological Anthropology Unit, Indian Statistical Institute)

- e) Lecture on Use of E-Resource in Research Presentations by Dr. Rajendra Babu (Assistant Professor, Dept. of Studies in Library Information Studies, Tumkur University, Tumkur)
 - f) Lecture on Protection of Intellectual Property Rights by Mr. K. Singh (CEO, Gold Finn Technologies)
 - g) Lecture on Writing of Research Proposal by Prof. Subhash Chandra Bhattacharyya (Former Dean, Faculty Council of Science and Currently Professor, Department of Chemistry, Jadavpur University)
 - h) Lecture on Statistical Tools for Research by Prof. Arup Ranjan Mukherjee (Professor, Indian Statistical Institute, Kolkata).
 - i) Lecture on Design of Research Tool by Dr. Jadab Kumar Das (Professor, Department of Commerce, University of Calcutta)
 - j) Lecture on Data Entry, Analysis and Interpretation by Dr. Panchanan Das (Professor, Department of Economics, University of Calcutta)
 - k) Lecture on Funding Agencies in Research & Proposal Writing by Prof. Dilip Kumar Maiti (Professor, Dept. of Chemistry, Calcutta University).
- The Management Department conducted Faculty Development Programme on Effective Teaching & Research Methodology on 21/04/2017.

Evidence of Success: A number of teachers submitted projects for Minor Research work, of which, five Minor Research Projects were approved by UGC. Twenty-three papers were published and eleven faculty members presented papers. 54 teachers attended seminars and conferences.

Problems Encountered and Resources Required: NIL



National Seminar on Building Materials in Contemporary Interiors



Faculty Development Programme on Effective Teaching & Research