

## Institutional Values and Best Practices

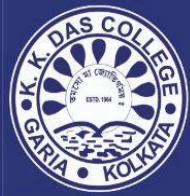
Best practices, as proposed by NAAC, are those which add value to human life and support the main cause of an institution. It helps in the development of an institution to perform the social responsibility of educating the young generation. Best practices reflect the credibility and cheerful life of a college. Colleges undertake different types of best practices as per their institutional environment to bring about innovations and new ideas.

The two best practices carried out in our college are:

- **Best Practice 1: “e-Songlog and e-Obhyash” (e-connectivity and e-practice)**
- **Best Practice 2: “Sarvik Sattvar Sandhane” (In pursuit of overall excellence)**

  
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## Best Practice I

### Title of the Practice:

#### **“e-Songiog and e-Obhyash” (e-connectivity and e-practice)**

The Information and Communication Technology (ICT) has proved to be a viable alternative to the traditional mode of teaching, learning and institutional management. An appropriate blend of the traditional mode with modern technological mode of teaching, learning and management has yielded better performance from all stakeholders of K.K.Das College (KKDC). Integration of ICT in college management has made the overall functioning of the college easy, quick, transparent and more efficient.

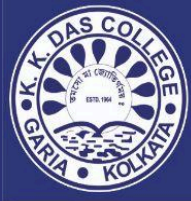
### Objectives of the Practice:

The primary aim of integrating ICT in the entire working system of the college is to boost the administrative and academic efficiency of the institution. The underlying principles for using ICT as best practice are:

- To optimise the learning experiences of students by making the teaching process more engaging and effective
- To enhance the global competence of the students with the use of modern technology
- To facilitate smooth functioning of the institutional administration by collecting and storing admission details, records keeping, resources management, staff management etc. in a simplified way
- To seamlessly connect all stakeholders and keep them updated in real time

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## The Context:

Major academic and administrative activities of the institution and maintenance and preservation of records in manual mode require ample manpower, adequate time and proper physical infrastructure. KKDC faces the problem of staff shortage due to employment policies laid by the government. Thus, the execution of college operations in purely manual mode is strenuous, due to time and infrastructural constraints. Use of ICT has eased and simplified the overall functioning of the college and saved a substantial amount of organisational resources like time, money and man-days.

Majority of our students belong to poor socio-economic backgrounds with less exposure to modern methods of learning thereby reducing their global competencies. It was therefore urgent to introduce our students to the modern teaching-learning methodologies for enhancing learning experience with simultaneous soft skills improvement as well as giving them exposure to e-resources and access to knowledge outside the classroom. Eventually, ICT became indispensable in teaching and learning during COVID-19 pandemic.

## The Practice:

The institution is committed to its mission of using modern technology for ensuring overall effectiveness of its services to all stakeholders. The institution has adopted the strategy of creation and enhancement of its ICT infrastructure which is continuously upgraded with latest softwares and computing facilities. Both paid as well as free and open source software applications are used to manage the various activities of the college. In KKDC, the practice of ICT is used extensively in four areas:

- **Student Administration** – This includes transparent student admission in undergraduate course, regular student admission in subsequent semesters, online fee payment and students' record keeping, etc.
- **Accounts & Finance Management** – This includes processing and maintenance of financial records of the college, etc.

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- **Stakeholder Interaction / Communication** – This includes attendance and leave management of staff, circulation of time table/class schedule and notices to students, circulation of notices to staff, etc.
- **Teaching-Learning Process** – This includes teaching and library support.

The Practices are:

- Online application based on fulfilment of the notified eligibility criteria to Semester I courses
- Publication of Merit list on college website
- Bulk messaging software system for information to the students
- Bulk messaging through emails for information to the students
- Online University Registration
- Online enrolment to other semesters
- Online Fees Payment System
- Online semester-end examination form fill-up
- Wi-Fi facility for all entering the college campus
- Creation of student Data base for students
- Publication of information (notice/tender/brochure/prospectus, etc.) through the College website
- Students are registered on official Class WhatsApp groups administered by the faculty members to enable effective communication.
- CCTV surveillance of college campus
- Digitized administrative office for accounting and record keeping
- Extensive use of G-Suite and LMS services for classes to be accessible 24x7, as study materials and video records are available online to reach out to the students beyond the regular teaching hours
- Audio-visual room to deliver interactive lectures and demonstrations through PowerPoint presentations, e-modules, learning videos and tutorials
- Online submission and assessment of home assignments

  
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# K. K. DAS COLLEGE

[NAAC Accredited II ISO 9001:2015 Certified]

(Affiliated to the University of Calcutta)

NAAC Accredited

ISO 9001:2015 Certified

- Computer Laboratories are provided for students of B.Com. and B.Sc. programmes
- Appropriate online value added courses by renowned institutions during COVID-19 pandemic
- Adequate number of high end interactive projectors and internet-enabled computers in all classrooms for use in seminars and lectures
- Interactive smart board
- Regular students' seminars and projects are held using the technological aids in college
- A well-equipped open access computerised library with internet facility for faculties and students. Provision of OPAC is available
- E-resources are available through national networks like INFLIBNET(N-List) and Shodhganga for remote access
- The Library is run on Koha for record keeping and searching
- Bar coded library card for students for all library services like computerised cataloguing, check-in, and check-out of books
- A database of question papers is available on the college website for student reference
- Biometric attendance for all staff
- Maintenance of leave records of staff through e-mails
- Staffs are added to official College WhatsApp groups administered by the Principal to enable active communication
- Online feedback from all stakeholders
- Online pay roll and budget management of college

  
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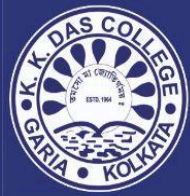


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## Evidence of Success :

Since 2015, KKDC has utilised ICT to enhance digital literacy of all stakeholders and maintain academic and administrative standards, even during the pandemic. ICT has offered both academic and no-academic advantages:

- ICT usage has enabled optimum use of time and resources and avoid duplicity of processes in administrative matters
- Technology enabled learning has increased student engagement, motivation and accelerated the learning process. Blended learning has accommodated students' diverse learning styles and enabled them to learn beyond regular class hours
- Use of ICT has rendered the library user-friendly and made possible greater access to e-resources
- Adapting to the new normal has been quick during the pandemic. During the pandemic, G-Suite services were used extensively, when online classes became the only mode of communication between the teachers and the students. Regular classes were conducted online, with recorded lectures and study materials uploaded for students to revisit them for clarification, allowing them to access classrooms beyond time and space constraints. Student-centric programmes and celebration of all the commemorative days as per the annual calendar of the institution were also conducted on-line. Information communication was done through official WhatsApp groups, email and website for students and staff
- Dissemination of information to all stakeholders is now seamless

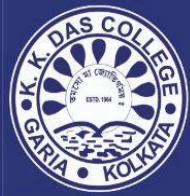
## Problems Encountered and Resources Required

The institution faced a number of challenges in implementing ICT facility that include:

- Lack of trained staff in the college
- Insufficient funds and inadequate ICT infrastructure

  
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- Uninterrupted power supply and internet bandwidth, which is required throughout the day
- Network issues from the students end preliminarily made online teaching ineffective
- English-dominated educational software and online content posed challenges for the students due to their low proficiency in English
- Unaffordable high internet fees for many students
- The online mode of teaching hindered two-way interaction, as students often kept their audio-video devices off, making it difficult for the teachers to monitor their instruction efficacy

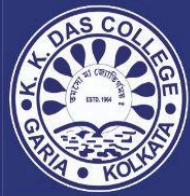
However, all the mentioned problems have been overcome successfully by the college with the help of the coordination between the faculty, students and the non-teaching staff. The only hurdle that remains is the digital divide among students that often persists as a barrier in smooth operation of e-classes.

## Notes

The fast and effective communication is the most important impact of “**e-Songjog and e-Obhyash**” in KKDC. No Stakeholder is left out of the information sharing process. Thus, any information that may be of vital importance reaches all effectively even when anyone is not attending college due to any personal inconvenience or otherwise. During the Covid-19 pandemic phase, teachers upskilled themselves and adapted efficiently to online communication platforms like Zoom video conferencing and Google Suite Services.

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## Best Practice II

### Title of the Practice:

#### “Sarbik Sattvar Sandhane” (In pursuit of overall excellence)

*“Whenever one perceives in himself something full of bliss, calm and pure,—he should know it to be “sattva”. (Manusmrti XII.27)*

Our institution finds the essence of “sattva” imperative and beneficial for our students to ensure their holistic advancement. Our goal is to develop a culturally conscious, socially proactive and self-reliant individual.

### Objectives of the Practice:

Students have unique innate talents which our college aims to recognize, nurture and acknowledge. As visible from vision and mission of the college, KKDC focuses on the holistic development of students. We strive to have a symbiosis of academic development and human values (which involves living skills, leadership and character development). The college aims to improvise on the academic environment with the best of the resources and facilities for the development of the students. Our objective is to enrich them cognitively and induce them to imbibe values which form the basis of a great successful life.

### The Context:

Education is not the amount of information that is put into ones brain but an assimilation of life-building, man-making and character-making ideas. Since our inception, we aim to provide a complete educational strategy that aims to develop the intellectual, cognitive, physical, creative and social abilities of the students. These skills also appear crucial not only for success in professional life but also for developing a strong and balanced personality. Apart from personal growth of the students, this strategy also sets a pathway for nation building.

  
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In this context, our college aims to provide student centric learning and an academic environment along with providing opportunities to nurture the creative side of the students through various cultural and co-curricular activities. Teachers also play a central role to help students discover their identities and lead a meaningful life through holistic teaching methods and institutional policies.

## The Practice:

To fulfil this objective of all round development of students various strategies have been adopted.

- **For Intellectual and Cognitive Development:** Different teaching methodologies, including problem-solving, project-based, inquiry-based, and group learning, are adapted to meet individual student needs and promote academic excellence. Some of these strategy includes:
  - (a) Regular course oriented seminars /workshops by external experts and professionals.
  - (b) To provide additional skill oriented-technical training add-on/value added courses are initiated.
  - (c) To refine their critical thinking, creativity and communication skills various literary activities are conducted.
  - (d) To develop professional values through regular industrial visits by some departments.
  - (e) Excursions and Field trips to various National institutes and historical monuments.
- **For fostering Physical Capabilities:**
  - (a) The college organises various sporting events like annual sports, indoor games competition for students to participate.
  - (b) The students are also motivated to participate in inter-college sporting events.
  - (c) Sporting facilities like table tennis, chess, carom and badminton are provided to the student for recreation and to promote physical activity.
  - (d) Yoga day is celebrated in our college to raise awareness among the students the benefits of an active life.

  
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- **For Raising Social Awareness:**

- (a) The active NSS unit of the college conducts social activities like Blood Donation Camps, Thalassemia Detection Camp, NSS Special Camp by concentrating on the children living in the slum areas of North Balia, Garia, Kolkata.
- (b) The college also has MOU with an NGO named “GariaSahamarmi” through which it undertakes many social outreach programmes like food and cloth distribution to the deprived ones, free eye operation camp, etc.
- (c) Special lectures and rallies on health and hygiene, environmental issues, gender sensitization issues are conducted to spread awareness among the students on social issues.
- (d) Plantation drive is carried out by the Eco Club and NSS unit to imbibe skills to protect the environment among the students.

- **For fostering Cultural Capabilities:**

- (a) The Cultural Society and Students’ Union of our college organises various cultural programmes like Rabindra Prayan, Basanta Utsab, Rakhi Bandhan, Saraswati Puja, Celebration of Teacher’s day and College Foundation Day, Fresher’s Welcome and many more to identify students’ cultural skills or talents.
- (b) Students are also encouraged to participate in intra and inter college cultural competitions like dance, drama, singing and recitation.

- **Observance of important days of national pride and birth anniversaries of national heroes.**

### Evidence of Success:

It is a constant endeavour of our college to build competent and confident citizens. Various academic and non-academic initiatives have been undertaken for this. The growing enrolments of the students in the initiatives are perhaps the best indicator of interest and enthusiasm of the students. Many of our students have progressed academically to higher studies and employment.

  
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The number of students benefited from the add-on courses offered in our college have also increased over the academic sessions. Students have also displayed their skills, sportsmanship and perseverance to succeed by participating in various intra and inter college competitions. Many of our students have represented the college in inter-college cultural fests, literary activities and sporting events. They have also won awards and recognitions in those fronts. Our active NSS unit functions for the benefit of the underprivileged of the society in various forms. Most notable is its social works at Garia, North Balia area and conduct of annual free eye operation camp in association with Garia Sahamarmi. During COVID-19 pandemic many co-curricular and cultural activities could not be performed, but the social work of the NSS unit continued in the form of food and cloth distribution to the needy.

### **Problems Encountered and Resources Required**

Some problems have been encountered during the implementation of various programmes. The dominant problem has been to manage ample time required to carry out these extensive activities amidst the hectic academic schedule of the college. The financial resources required for carrying out these extensive programmes has been a major problem. Majority of the resources required for supporting the events have to be managed from the college fund. Ample teaching and staff strength is required to conduct and supervise the programmes. Post COVID-19 refined a change of attitude among many students who were previously engaged in such voluntary actions but now feel withdrawn. To overcome this hurdle our staff and administration are working carefully towards the situation.

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