

**Criterion7–Institutional Values and Best Practices (100)**

**Key Indicator - 7.1 Institutional Values and Social Responsibilities (50)**

Metric No.		Weightage
7.1.1	<b>Gender Equity(10)</b>	
Qn M	<p><b>1. Number of gender equity promotion programs organized by the institution during the last five years</b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• <b>Title of the programme</b></li> </ul> <p>3 A (i) Screening of the film ‘Pachaar’</p> <p>3 B (ii) An interactive session on PC &amp; PNDT (Save Girl) was held with a local non-governmental organization called Anjana Ghosh Memorial Social Welfare Trust.</p> <p>3 C (iii) Workshop on Self Defense in collaboration with 7<sup>th</sup> Chakra Arts For Self Preservation.</p> <p>3 D (iv) Workshop on Trafficking of Women and Children.</p> <p>3 E (v) Seminar on Women, Violence and Rights.</p> <p>3 F (vi) Workshop on Elocution</p> <p>3 G (vii) Workshop on Musical Meditation</p> <ul style="list-style-type: none"> <li>• <b>Year of the activity:</b> 3 A (i) 13<sup>th</sup> January 2016 3 B (ii) 7<sup>th</sup> May 2016 3 C (iii) 27<sup>th</sup> August 2016 3 D (iv) 18<sup>th</sup> November 2016 3 E (v) 10<sup>th</sup> March 2017 3 F (vi) 28<sup>th</sup> and 29<sup>th</sup> April 2017. 3 G (vii) 2<sup>nd</sup> May 2017</li> <li>• <b>Number of participants:</b> 3 A (i) - 60. 3 B (ii) - 30 3 C (iii) - 25 3 D (iv) - 50 3 F (v) - 40 3 G (vi) - 10</li> </ul>	5

--	--	--

<p>QIM</p>	<p><b>2. Institution shows gender sensitivity in providing facilities such as:</b></p> <p>a) Safety and Security  b) Counselling  c) Common Room</p> <p>Upload a description of gender equity initiatives undertaken by the Institution on the specified areas in not more than 500 words</p> <p><b>Gender Equity Initiatives undertaken by the Institution in the spheres of security, counselling and common room:</b></p> <p><b>a) Safety &amp; Security:</b></p> <ul style="list-style-type: none"> <li>• CCTV cameras were installed in 2015 at strategic points in the college for better security of the students.</li> <li>• A functional Anti-Sexual Harassment Cell with its Internal Complaints Committee is in place to address sexual-harassment related problems faced by students.</li> <li>• Other Grievance Redressal mechanisms for the safety of our students such as Grievance Redressal Cell, Anti-Ragging Committee, implementation of the RTI, discussions in Parent-Teacher meetings too are in place.</li> <li>• Karate classes, examinations and competitions are held in the institution.</li> <li>• Self Defence workshops are organized in the college for the safety of the students.</li> </ul> <p><b>b) Counselling:</b></p> <ul style="list-style-type: none"> <li>• The Women’s Study Cell, formed in 2007 has been consistently organizing seminars and workshops on gender discrimination awareness and women’s security in collaboration with NGOs such as Swayam, Thoughtshop Foundation and others.</li> <li>• It has been spearheading gender-related reforms for the students of the college by encouraging them to think independently and adopt fresh perspectives vis-à-vis their gender role and expectations.</li> <li>• One of the students, Semran Sheikh of 2<sup>nd</sup>Year received the Gender Champion Award given by the college for successfully resisting an early marriage and continuing with her studies against all odds.</li> <li>• SUCHARU, the pilot project of the Women’s Study Cell has built up a library of books on women’s perspectives in the various genres with the aim of enriching students about the current discourses on feminism.</li> </ul>	<p>5</p>
------------	--	----------

- The work of the Women's Study Cell was appreciated by the United Board for Christian Higher Education in Asia (UBCHEA) to the extent that the international organization gave a grant of 4400 USD under its Small Grants Program (SGP) to the Women's Study Cell of the college to enable it to carry on with its good work.

The following programmes on gender sensitization were carried out by the Women's Study Cell from the funds provided by this grant.

- **Title of the programme**

3A (i) Screening of the film 'Pachaar'

3 B (ii) An interactive session on PC & PNDT (Save the Girl Child) was held with a local non-governmental organization called Anjana Ghosh Memorial Social Welfare Trust.

3C (iii) Workshop on Self Defense in collaboration with 7<sup>th</sup> Chakra Arts For Self Preservation.

3 D (iv) Workshop on Trafficking of Women and Children.

3 E (v) Seminar on Women, Violence and Rights.

3 F (vi) Workshop on Elocution.

3 G (vii) Workshop on Musical Meditation.

- **Year of the activity:** A (i) 13<sup>th</sup> January 2016

B (ii) 7<sup>th</sup> May 2016

C (iii) 27<sup>th</sup> August 2016

D (iv) 18<sup>th</sup> November 2016

E (v) 10<sup>th</sup> March 2017

F (vi) 28<sup>th</sup> and 29<sup>th</sup> April 2017.

G (vii) 2<sup>nd</sup> May 2017

- **c) Common Room:**

- A large Common Room equipped with a seating arrangement and various kinds of indoor games such as Table Tennis, Carrom, Chess etc is available to students to spend their leisure in.

- The Common Room opens out onto a terrace which is sun-drenched in the winter months providing an alfresco setting for the students.

7.1.2	<p><b>Environmental Consciousness and Sustainability(10)</b></p> <p><b>Preamble:</b> The strengthening of the Eco Club in the college has been a foremost concern of the IQAC since the beginning of this accreditation cycle. The college sought to address the looming environmental crisis through a series of simultaneous initiatives addressing, to the best of its ability the diverse issues inherent in the same. As the very survival of the planet is at stake due to environmental pollution and climate change among other factors, threatening the survival of all created species it is imperative to respond responsibly to the situation so that the condition of the earth may be salvaged while it is still reversible.</p> <p><b>Measures undertaken in this context by the institution:</b> The Eco Club under the guidance of the IQAC has adopted the following measures in its effort to institutionalize its environmental policy:</p> <ul style="list-style-type: none"> <li>• It has re-purposed the existing Rainwater Harvesting System in the institution, collecting and discharging/distributing 361200 litres of water annually for groundwater recharge through recharge pits and waste water management in the cisterns and toilets of the ground floor.</li> <li>• The Eco Club has collaborated with the Swachh Bharat Mission team in the college to accomplish the greening of the campus, the segregation of dry and wet waste, the minimizing of the use of plastic, putting up appropriate signage for the edification of students, renovation of the hostel kitchen, fitting it with heavy-duty chimney and dedicated water filter (Aquaguard), and the renovation and modernization of the washrooms for the students.</li> <li>• The institution has switched over largely to LED appliances to cut down on energy consumption.</li> <li>• A number of non-teaching teaching staff members use bicycles and the majority of students and faculty members, including the Principal use public transport.</li> <li>• Earth Day is celebrated almost every year with a renewed focus on the greening of the campus and sometimes with the distribution of potted plants.</li> <li>• A strip of land at the back of one of the buildings which was earlier left vacant has now been turned into a garden, narrow though it is.</li> <li>• Because of the lack of space in the college campus multiple plants in single pots have been introduced in the micro-ecology of the institution.</li> <li>• A Green Audit of the college has been conducted by the Centre for Contemporary Communication, an NGO committed to the protection of the environment.</li> <li>• The Eco Club took the initiative in the installation of a sanitary napkin vending machine (funded by the Govt of West Bengal) in a bid to keep the environment clean.</li> <li>• In a most noteworthy move the Eco Club helped the college earn a</li> </ul>	

Certificate of Merit from the *Green Revolution Global Certification Program under the aegis of the United Nations Framework Convention on Climate Change* even as 32 students successfully appeared for an examination on the topic held by the same international organization and secured certificates from the global body.

- The IQAC further engaged with the Alumnae Association of the college to obtain and install a 10 KW Solar Rooftop PV Grid Connection Energy System that is fully funded by the West Bengal Renewable Energy Development Agency (WBREDA).
- The institution has a method of e-waste disposal in place whereby it sells its discarded electronic items to a company, recycles electronic gadgets and paper as far as possible, and has resisted the use of air-conditioners as far as possible (using energy-saving models wherever possible).
- Regular programmes are held in the college to make the students aware of environmental concerns. Students are also taken to environmental programmes organized on World Meteorological Day and to other relevant events.
- Student volunteers under the pioneering efforts of the Eco Club have also participated in clean-up drives in the locality.
- It has been difficult to keep the immediate environs of the college clean because of the lack of awareness on the part of the local people. The college has repeatedly approached the Councillor of the ward to look into the matter. She has promised to help and as a result an improvement has been registered vis-à-vis the matter. Our Eco Club volunteers have also gone on a door-to-door campaign to spread awareness on the subject. Our NSS volunteers too have sought to educate the residents of a nearby slum to use toilets and keep the civic spaces clean.
- **Outcome:** The institution, through these and other proposed measures in the future intends to remain committed to the cause of protecting the planet from environmental damage to the extent that it is capable of and thus discharge an aspect of its Institutional Social Responsibility (ISR).
- The students who have become sensitized about the need to protect the earth's environment have now started to organize programmes on the subject themselves enlightening their peers about the latter and it is to be hoped that this beneficial influence will thus percolate further through the ripple effect.
- The students and staff members have lessened their dependence on paper (by switching to digital means and recycling paper whenever possible) and on plastic (by embracing glass and metal).
- The institution, as a whole has cut down its energy consumption by changing over to LED lights and solar power.

<p><b>Q<sub>n</sub>M</b></p>	<p><b><u>Alternate Energy initiatives such as:</u></b>  <b>1. Percentage of power requirement of the Institution met by the renewable energysources</b>  Data Requirement:</p> <ul style="list-style-type: none"> <li>• Power requirement met by renewable energysources</li> <li>• Total power requirement</li> </ul> <p>Formula:</p> $\frac{\text{Power requirement met by renewable energy sources}}{\text{Total power requirement}} \times 100$	<p><b>1</b></p>
<p><b>Q<sub>n</sub>M</b></p>	<p><b>2. Percentage of lighting power requirements met through LEDbulbs</b>  Data Requirement:</p> <ul style="list-style-type: none"> <li>• Lighting power requirement met through LEDbulbs</li> <li>• Total lighting powerrequirements</li> </ul> <p>Formula:</p> $\frac{\text{Lighting power requirement met through LED bulbs}}{\text{Total lighting power requirement}} \times 100$	<p><b>1</b></p>
<p><b>QI M</b></p>	<p><b>3. Waste Management stepsincluding:</b></p> <ul style="list-style-type: none"> <li>• Solid wastemanagement</li> <li>• Liquid wastemanagement</li> <li>• E-wastemanagement</li> </ul> <p>Upload a description of efforts towards waste management on campus in not more than 200 words</p> <p><b>Efforts Towards Waste Management on Campus:</b></p> <ul style="list-style-type: none"> <li>• Solid waste management: Solid waste management is sought to be practised through the separation of dry and wet garbage and also that of organic and inorganic waste.</li> <li>• Separate bins are used for these different kinds of waste.</li> <li>• The kitchen staff have been educated about the need for and the modality of such segregation of waste.</li> <li>• Effective signage.</li> <li>• Number of conservancy staff increased from 2 to 3.</li> </ul> <p><b>Liquid waste management:</b> NA.</p> <p><b>E-waste management:</b></p> <ul style="list-style-type: none"> <li>• The college regularly sorts and recycles its electronic products.</li> </ul>	<p><b>3</b></p>

	<ul style="list-style-type: none"> <li>• It has an agreement with an e-waste management company – Hulladek- which clears the institution periodically of its e-waste and pays it a nominal charge for the e-waste collected by them.</li> </ul>	
<p><b>QM</b></p>	<p><b>4. Rain water harvesting structures and utilization in the campus</b></p> <p>Upload a description of efforts towards rain water harvesting on the campus in not more than 200 words</p> <ul style="list-style-type: none"> <li>• The Rainwater Harvesting system in the college was installed with the technical knowhow provided by the Institute for Environmental Studies and Wetland Management, Dept of Environment, Govt of West Bengal.</li> <li>• Originally the harnessed rainwater was meant for use in the garden and the kitchen.</li> <li>• After a few years the project was meaningfully re-purposed with fresh objectives in place and the rainwater was used in the toilet cisterns and for groundwater recharge.</li> <li>• Pits were prepared for effective channelization and filtration of the rainwater into the ground.</li> <li>• The area of the third floor roof from where the rainwater is collected is 258 sq meters.</li> <li>• This water is channeled into three water tanks on a second floor roof.</li> <li>• The mean annual rainfall in Kolkata is 140 cm.</li> <li>• Therefore, the potential rainwater harvest is 361200 litres of water per year.</li> <li>• This water, as specified earlier is now used as waste water in the cisterns of the ground floor toilets and also as groundwater recharge.</li> </ul>	<p><b>1</b></p>

<p>Q1M</p>	<p><b>5. Green Practices</b>  Upload a description of efforts towards green practices on the campus in not more than 200 words</p> <ul style="list-style-type: none"> <li>• <b>Students, staff using bicycles and public transport:</b> <ul style="list-style-type: none"> <li>a) <b>Bicycles:</b> <p>Most of the male Supporting Staff members use bicycles.</p> </li> <li>b) <b>Public Transport:</b> <p>Most of the students and many of the Staff members including the Principal and Secretary use public transport.</p> </li> <li>c) <b>Pedestrian Friendly Roads:</b> <p>N A.</p> </li> </ul> </li> <li>• <b>Plastic free campus:</b> <ul style="list-style-type: none"> <li>a) The campus is sought to be rendered plastic-free as far as possible.</li> <li>b) Plastic water bottles have been replaced by glass and metal ones.</li> <li>c) Signage for a plastic-free campus has been strategically displayed.</li> <li>d) Seminars organized by the Eco Club has sought to popularize the use of natural fibres such as jute in lieu of plastic.</li> </ul> </li> <li>• <b>Paperless office:</b> <ul style="list-style-type: none"> <li>a) The institution has a fully automated, wifi-enabled office with a policy of using recycled paper whenever feasible.</li> <li>b) From the maintenance of students' records and the institutional accounts and payroll to most other work the office minimizes the use of paper.</li> </ul> </li> <li>• <b>Green landscaping with trees and plants</b> <ul style="list-style-type: none"> <li>a) As the institution does not have grounds and most of the area is in the form of built up infrastructure it makes optimal use of potted plants, and of whatever grounds it has.</li> <li>b) It has a herbal garden and a sylvan strip.</li> </ul> </li> </ul>	<p>2</p>
------------	--	----------

QnM	<p>6. Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>Formula:</p> $\text{Percentage per year} = \frac{\text{Expenditure on green initiatives and waste management excluding salary component}}{\text{Annual expenditure excluding salary component of the institution}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$	2
-----	--	---

7.1.3	<b><i>Differently abled (Divyangjan) friendliness (10)</i></b>	
Q <sub>n</sub> M	<p><b><i>Resources available in the institution</i></b></p> <ol style="list-style-type: none"> <li>1) Physical facilities</li> <li>2) Provision for lift</li> <li>3) Ramp / Rails</li> <li>4) Braille Software/facilities</li> <li>5) Rest Rooms</li> <li>6) Scribes for examination</li> <li>7) Special skill development for differently abled students</li> <li>8) Any other similar facility (Specify)</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. 7 and more of the above</li> <li>B. At least 6 of the above</li> <li>C. At least 4 of the above</li> <li>D. At least 2 of the above</li> <li>E. None of the above</li> </ol> <p><b>Opt one</b> Data Requirement:</p> <ul style="list-style-type: none"> <li>• <b>Physical facilities</b>  There is a wheelchair, a stretcher, a Sickroom and First-Aid Boxes in the college.</li> <li>• <b>Provision for lift</b>  Yes, there is provision for a lift in the newly-constructed building. The lift has been ordered and will be duly installed.</li> <li>• <b>Ramp/Rails</b> A ramp has been constructed in one of the main academic blocks and rails provided in two of the washrooms for students.</li> <li>• <b>Braille Software/Facilities</b></li> <li>• <b>Rest Rooms</b>  The students' restrooms on the ground floor have been thoroughly renovated and modernized with a newly-created dressing area. 14 new washrooms for students and staff have been constructed in the new building.</li> <li>• <b>Scribes for examination</b>  The college helps in providing scribes for visually-challenged students and facilitating the paperwork required by the university for</li> </ul>	10

provision of amanuensis.

- Special skill development for differently abled students

The Inclusiveness Studies and Practices Centre (ISPC) has been set up in the college with a view to developing the skills of the differently-abled.

A programme in collaboration with Ramakrishna Mission Blind Boys' Academy, Narendrapur, Kolkata on the 26th April, 2018 on '**Tactile Training Strategies for the Visually Challenged**' was held for special skill development for differently-abled students. About forty (40) visually impaired young people from various institutions across the state, including ten (10) of our own students participated in the said event.

Dr. Mousumi Boral, Assistant Professor in Satyapriyo Roy College of Education provided hands-on training to the participants on a variety of day-to-day negotiations through her demonstrations. Sri Biswajit Ghosh, Principal of Ramakrishna Mission Blind Boys' Academy, Narendrapur spoke of the need for a positive resistance to the general perception of visual impairment and enumerated several enabling mechanisms for the elimination of the same. Most of the participants were satisfied with the experience leading us to conclude that it was, over all a very useful and beneficial exercise

- **Any other similar**

**facility**

students when required.

A hostel that accommodates visually impaired

Document:  
and videos

Photos

7.1.4

***Inclusion and Situatedness(10)***

QnM

***1. Number of specific initiatives to address locational advantages and disadvantages during the last five years*** 5

**Advantages:**

- 1) The position of the college in the heart of the city enables students and staff to commute to and from it conveniently.
- 2) One of the admission strategies is to exploit the locational advantages for prominent display of the posters and banners for this purpose at strategic points along the bus, tram, auto and metro routes.
- 3) The proximity of the institution to municipal parks makes it easier for it to conduct its annual sports and other activities there.
- 4) Its location in a premier South Kolkata neighbourhood enables the college to expose its students to cultural, athletic and other co-curricular events more easily than it would have been otherwise.
- 5) Despite its location near a main thoroughfare of the city the institution is well protected from noxious vehicular pollution being tucked away behind the Greek Orthodox Church and the Kalighat Tram Depot.

	<p>6) The slum adopted by the NSS unit of the college being near our volunteers do not have to commute far for their Special Camp or follow up activities and hence their output is more effective.</p> <p>7) Situated in a triangle between the Greek Orthodox Church, the Kalighat Temple and Tipu Sultan’s Mosque the students of the college are exposed to the pluralistic ethos and demography of the nation in the very vicinity of their institution.</p> <p><b>Disadvantages:</b></p> <ol style="list-style-type: none"> <li>1) Located in an old part of the city which has seen rapid development the college is surrounded by buildings and so it is difficult for it to expand its physical presence in such urban congestion.</li> <li>2) The approach road to the college being flanked by two institutions lacks the human presence which can ward off littering. Hence, this lane falls prey to excessive littering and dumping of refuse.</li> <li>3) The limited road space in front of the college presents a problem for car parking.</li> </ol>	
QnM	<p><b>2. Number of initiatives taken to engage with and contribute to local community during the last five years(Not addressed elsewhere)</b> 5</p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of initiatives to address locational advantages and disadvantages</li> </ul> <p><b>Advantages:</b></p> <ol style="list-style-type: none"> <li>1. Proximity to municipal parks has been tapped by the college which organizes its Annual Sports there.(5 times in the last 5 years)</li> <li>2. Proximity to mass transit routes is highlighted in admission and other brochures for beneficial reflection in enrollment patterns.(5 times in the last 5 years)</li> <li>3. Students are taken to cultural programmes in Nazrul Manch, Madhusudan Manch, Jogesh Mime Academy and Tapan Theatre, all nearby venues for their enrichment.(4-5 times in the last 5 years)</li> <li>4. NSS volunteers carry out their social work activities more easily in the nearby slum.(Innumerable activities over the last 5 years)</li> <li>5. Computer education institutes and other local professional training centres in the vicinity have held awareness campaigns for our students.</li> <li>6. The officials of the nearby Kalighat Fire Station have</li> </ol>	

been requested to conduct a Fire-Safety Drill in the college premises.

7. Students of the Bengali Department participate and win regularly in the literary events organized by the Sarat Samity, a literary organization in the vicinity of the college.
8. Former teachers of the Bengali Department teach in the Rabindra Charcha Bhavan, a research institute within a stone's throw of the college.

**Measures to address Locational Disadvantages:**

1. Neighbourhood clean-up drives.(Through letters to concerned authorities.)
2. Appeal to police for regular patrolling of the area around the college after dark.

• **Number of initiatives taken to engage with and contribute to local community**

1. Students of Classes XI and XII from the nearby schools are included in the Career Counselling Workshops for Subject Selection conducted by the various departments in the college. ( Thrice in the last 5 years)
2. Locally-run catering services are sometimes used by the college when ordering refreshments for various functions thereby providing a boost to community entrepreneurship.(15-20 times in the last 5 years).
3. NSS volunteers, by carrying out their sustained social work ministry in the local slum over the years, has definitely made a salubrious impact on the neighbourhood.
4. Neighbourhood clean up drives undertaken by the college as well as its Eco Club have contributed to the better sanitation of the local physical environment. (4-5 times in the last 5 years)
5. SUCHARU, the Vocational Training Centre was formed with a view to providing training to the economically under-privileged women of local society and in its second and third batches there were some trainees from the locality.

1. The very motto of the college inscribed in the institutional logo, taken from Galatians, 5:, Bible – ‘By love serve one another’ is proof of the compassionate ethics at work in Women’s Christian College.
2. Morning assembly with a prayer service is held every day before class. The Annual Prize Distribution program starts with prayers to God, followed by Bible reading and hymn. Christmas is celebrated with a solemn prayer service followed by a cultural programme on the theme. The aim of such programmes is to spread the message of love, peace, and non-violence.
3. Orientation Programmes on the first day of the academic session are held where students are encouraged to adopt the values of righteous conduct.
4. A One Day Seminar was organized by the Department of Philosophy on ‘Religious Pluralism’ on 15<sup>th</sup> November 2015. . The keynote lectures were delivered by Prof. Arun Kumar Mukhopadhyay, Ex-Professor of Philosophy, Jadavpur University. Other resource persons included His Grace Anangmohan Gour Das, Siraj-ul-Islam, and Fr. Sunny George. The aim of the seminar was to spread the message of unity of all religions and communal harmony.
5. Our faculty (Prof. MiliMishra and Dr. NabanitaMitra of the Education and History Depts. respectively) and student (Susanna Jena of the Dept. of History) have presented papers in the workshop on ‘Value Education,’ at the Rabindranath Tagore Centre for Human Values, Kolkata, on 18<sup>th</sup> January, 2016.
6. A National Workshop on Human Values Development Program was held on 27<sup>th</sup> and 28<sup>th</sup> February 2017 by All India Association for Christian Higher Education (AIACHE). Dr. D. Daniel Ezhilarasu, General Secretary, AIACHE, delivered lecture on the importance of universal human values and how such values can be spread in civil society.
7. As a part of Inter-Disciplinary Lecture Series in the college, Dr. Urmi Ray, Assistant Professor, Department of Philosophy delivered a lecture on ***Terrorism –An Epidemic of Today’s World- Can there be a solution?*** Her lecture was based on Care (adapted from western philosophy) and Compassion (adapted from Buddhism emphasizing Karuna). The aim of this lecture was to promote the values of non-violence, love and harmony.
8. A seminar was organized by IQAC, Department of Political Science and Sociology, Women’s Christian College, Kolkata, on ‘Greed’. Prof. Prasanta Ray of IDSK, Kolkata delivered the lecture on how ‘greed’ affects the modern capitalist society, how to eradicate ‘negative’ greeds and promote ‘positive’ greed which is beneficial to the society at large.

	<p>9. The college is proud of the fact that the students of Women's Christian College practice what others may preach. Students bring in 'community orientation' to their activities through participation in NSS, Eco Club, Electoral Literacy Club and other societies. Every year NSS conducts a week long program at the nearby slum, where students of our college teach slum children reading, writing, drawing, recitation, etc. After the completion of the week long program, the slum children are given an opportunity to perform in our college campus whatever they have learned and to showcase their potential and talents. These children belonging to different religions have performed a dance drama at our college premises. The aim of such dance drama is to spread the message of diversity, respecting other cultures and to promote communal harmony. Around 50 students and 3 teachers participate in this program. Such activities help to spread social cohesion.</p> <p>10. A UGC Sponsored National Level Seminar on Social Justice, Dr.B.R.Ambedkar and Indian Polity was organized by the Department of Political Science in collaboration with Council for Political Studies. Prof. Gopal Guru of Jawaharlal Nehru University gave the keynote address. Other eminent resource persons included Prof. Debi Chatterjee of JU, Prof. Avik Kumar Ray of RBU, Prof. Manabi Majumdar of Centre for Studies in Social Sciences, Kolkata. In this seminar issues related to social inequality, untouchability and social justice were discussed. The aim was to promote social equality and cohesion in the society.</p>	
QnM	<p><i>1. Code of conduct handbook exists for students, teachers, governing body, administration including Principal /Officials and support staff</i></p> <p>Yes/No</p>	1

Q <sub>n</sub> M	2. <i>Display of core values in the institution and on its website</i> Yes Yes/No	1
Q <sub>n</sub> M	3. <i>The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</i> Yes Yes/No	1
Q <sub>n</sub> M	4. <i>The institution offers a course on Human Values and professional ethics.</i> Yes Yes/No	1
Q <sub>n</sub> M	5. <i>The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.</i> Yes Yes/No	1
Q <sub>n</sub> M	6. <i>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</i> Data Requirement: <b>Mentioned in 7.1.5.</b> <ul style="list-style-type: none"> <li>• Title of the programme/Activity</li> <li>• Duration(from-to)</li> <li>• Number of participants</li> </ul> Documents: Upload the following documents <ul style="list-style-type: none"> <li>• Institutional code of conduct for students</li> <li>• Institutional code of conduct for teachers</li> <li>• Handbooks, manuals and brochures on human values and professional ethics.</li> <li>• Report on the student attributes facilitated by the Institution</li> </ul>	2
Q <sub>i</sub> M	7. <i>Institution organizes national festivals and birth / death anniversaries of the great Indian personalities.</i> Yes Yes/No	1
Q <sub>i</sub> M	8. <i>The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions</i> Yes/No Upload a description of efforts of the Institution towards inculcation of human values and professional ethics in students, faculty and society in not more than 200 words. <b>Efforts of the Institution towards Inculcation of Human Values and Professional Ethics in Students, Faculty and Society</b> Women's Christian College, Kolkata, maintains complete transparency in	2

financial, academic, administrative and other auxiliary functions.

The financial matters of the college including the expenditure of the college hostel are audited annually.

After completion of the UGC minor research projects undertaken by faculty members of the college, the accounts are audited.

The UGC sponsored seminar are organised by the college. The accounts are audited.

Academic decisions especially those related to college annual examinations and test examinations are followed according to the instruction given by the University of Calcutta.

The recruitment of staff both teaching and non teaching is done by maintaining full transparency.

The posts are advertised in newspapers and the recruitment board comprises of university subject experts as well as members of the governing body of the college. Selections are made on the basis of merit.

No recommendation from political bodies is entertained.

All other decisions are made in consultation with the staff members. Every month teacher's council meeting is held and in that forum discussions are held, opinions of the majority which is for the betterment of the students as well as the college in general are entertained.

### Key Indicator - 7.2 Best Practices (30)

Metric No.		Weightage
7.2.1 QIM	<p><i>Describe at least two institutional best practices (as per NAAC format)</i> Upload details of two best practices successfully implemented by the institution as per NAAC format.</p> <p><b>Example 1:</b></p> <ol style="list-style-type: none"> <li><b>1. The Title: The Adoption of Innovative Academic Practices, Processes and Paradigms.</b></li> <li><b>2. The Objectives of the Practice:</b> <ul style="list-style-type: none"> <li>• This Practice is aimed at gearing the teaching-learning polity and processes in the institution around the learner and at the same time cater to the needs of the staff members and other stakeholders.</li> <li>• It aims to equip and enable the system under discussion to adapt pragmatically to the changing academic scenario so as to be able to retain its effectiveness and relevance in preparing students for the larger world.</li> <li>• Most importantly, this Practice has been envisioned to comprehensively nurture students so that their core competencies are developed even as their moral and epistemological outlook is sought to be infused with integrity, imagination, curiosity, independent enquiry and a mature adaptability.</li> </ul> </li> <li><b>3. The Context:</b> <ul style="list-style-type: none"> <li>• In view of the rapid technological strides taken in the pedagogical sphere in recent times it was felt that the college should upgrade its teaching-learning policy, methods and apparatus so as to be able to deliver its core services in a relevant and up-to-date manner.</li> <li>• In order to remain relevant an institution has to accommodate changes and re-invent its image from time to time so that it is not left behind as an archaic specimen of its kind but is recognized as a pulsating portal of academic transformation where both the content and processes of teaching and learning are periodically reviewed, revised and reformed.</li> </ul> </li> <li><b>4. The Practice:</b>  This practice, in the general scope of its functions</li> </ol>	

necessarily includes a multi-pronged engagement with related initiatives to make it effective.

- 1) Developing instructional strategies such as policies on attendance and examinations, modes of assessment and classroom behaviour etiquettes.
- 2) ICT-aided teaching-learning experience:
  - Three-Year Certificate Course on Computer Education.
  - Certificate Course on Free and Open Source Software (FOSS) for **students** administered by IIT, Mumbai.
  - Geographical Instrumentation System (GIS) Course conducted by Opsis Academy, West Bengal for **students**.
  - Online certified project on Climate Change administered by the United Nations for **students**.
  - E-lectures in virtual classroom by external resource-persons and experts for **students**.
  - 7-Day Workshop on SPSS for **faculty and researchers** across disciplines.
  - A 2-Day Workshop cum Hands-on Training Programme on ICT & E-Learning Module in Teaching-Learning System jointly organized by the Centre for Environment and Economic Development (CEED), New Delhi and Women's Christian College, Kolkata for **inter-college faculty**.
  - 12 smart classrooms, 1 smart conference room and 1 virtual classroom.
- 3) Library upgradation such as:
  - Automated functioning with LSEase software.
  - Download of eBooks under the National Digital Library project.
  - Acquisition of selected eBooks and journals and operation of UGC Resource Network Centre.
  - Access to 15,000 peer-reviewed journals through Inflibnet.
  - Innovative programmes such *The Digital Archiving of Rare Books* conducted by Sri Rupinder Singh, Technical Assistant, Library, Centre for Studies in Social Sciences, Kolkata.
  - A mini-library on women's studies by SUCHARU, Women's Study Cell.
  - The formation of a Media Centre in the central library.
- 4) Tie-ups with research institutes such as **Centre for Studies in Social Sciences** and **Centre for Environment and Economic Development** as recommended by NAAC.

- 5) Mentor-Mentee System for better dissemination and assimilation of knowledge.
- 6) Innovative Career Counselling Summer Schools and Workshops for Class XII students to boost admission in the First Year BA/BSc Course.
- 7) Value Education. This is imparted through morning assemblies, prayer sessions, musical meditations, Human Values Development programmes, and seminars on moral themes.
- 8) Holistic pedagogy through exposure to Social Work.
- 9) Electoral Literacy Club to enhance the culture of citizenship.
- 10) Life skills training- Our students have participated in kayaking expeditions, domestic burn victim relief training, disaster management workshops, self-defence exercises and other similar trainings aimed at enhancing survival strategies.

#### **5. Evidence of Success:**

- The Practice has succeeded in changing the attitude of teachers to pedagogy spurring them on to experiment with models and methods of communication in their bid to keep their knowledge-delivery mechanisms fresh, creative and updated.
- The students, for their part have evolved to the degree that they can receive the enhanced mode of teaching and be active partners in the process.
- The focus on ICT, Climate Change awareness, life-skills, vocational training, electoral literacy etc have served to bring these crucial and life-changing discourses into the integral frame of the larger syllabus thereby enriching it considerably.
- Career Counselling Workshops have boosted admission to the 1<sup>st</sup> Year of the BA/BSc Course.
- Library upgradations have led to a better research atmosphere in the college, and improved reading habits among the students.

#### **6. Obstacles faced and Resources Required:**

- Financial constraints required for ICT enhancement were encountered which were, to some extent addressed through the application and subsequent receipt of government grants.
- Funds for library upgradation had to be met from the institution's resources which are modest as most of

our students hail from a middleclass background and hence our student fee structure is very reasonable.

- The other tie-ups were achieved through the exploitation of professional, fraternal and institutional links and contacts.
- Participants for Career Counselling Summer Schools and Workshops needed to be mobilized and their prejudices regarding certain subjects overcome, and this was successfully achieved by our relevant departmental Faculty Members who worked tirelessly to project the advantages of their subject, department and college.
- The resources required were Central and State Government grants, college funds, stakeholder involvement and clearances from local authorities.

## **7. Notes (Optional)**

### **About the Institution.**

Women's Christian College is a Christian Religious Minority college recognized by the UGC and affiliated to the University of Calcutta with the AISHE code C11009. It is a NAAC-Accredited Grade A college with the Honours Course in 10 subjects and the General Course in 13 subjects, a 3 Year Certificate Course in Computer Education and a Postgraduate Study Centre of a State Open University.

### **Example 2:**

#### **1. The Title: Community Outreach Initiatives**

#### **2. Objectives of the Practice:**

- This Practice aims to foster the spirit of social service in our students so that they learn to recognize it as a larger conditioning framework of their education, and also an integral part of their curriculum.
- Education without social commitment is hollow, anywhere in the world and in India particularly a compassionate pedagogy is of the essence.
- Through this Practice the institution hopes to give back to society a measure of what it derives from it, thereby strengthening the underlying foundations of socio-economic structures.
- It envisages the growth of socially conscious students, staff and other stakeholders, the development of the institution along philanthropic patterns of progression and a vibrant contribution to the overall nation-building ethos.

#### **3. The Context:**

- The dissemination of knowledge cannot be an isolated academic project of human development for it is intricately informed with the related discourses of social, economic, cultural and spiritual growth without which it is difficult to sustain a civilization, society or individual.
- The institution, in its bid to impart a holistic education has embraced a comprehensive plan of action according to which

the core academic competencies are sought to be embellished with the enlargement of social sympathy and modes of empathetic engagement and communication.

- It thus seeks to create a synergy between its various social work platforms such as NSS, Women's Study Cell, Eco Club, the Inclusiveness Studies and Practices Centre, Sumeli| Folk Art Archive, the Electoral Literacy Club and its Alumnae Association giving rise thereby to a multivalent and mutually renewing forum for meaningful dialogue, action and interaction.

#### 4. The Practice:

- The NSS unit of the college has consistently contributed to community outreach initiatives by distributing blankets and medicines in the Sunderbans, visiting Old Peoples' Homes, offering voluntary service to the Blind Persons' Association, organizing literacy and health and hygiene awareness drives in the nearby adopted slum, arranging medical camps in the same venue with the provision of the services of a doctor and free distribution of medicines in addition to observing Anti Drug-Abuse Day, HIV/AIDS Day, Earth Day, International Women's Day etc. It has organized exhibition cum sales of the products made by patients of cerebral palsy through the organization **Sanchar** and their entrepreneurial wing **Swabolombi**.
- The Women's Study Cell has introduced its flagship extension programme, namely SUCHARU, the vocational training centre which for three years has trained women from an under-privileged background in the craft of basic tailoring thereby guiding them towards economic self-sufficiency and personal autonomy.
- The Eco Club has similarly played a seminal role in educating students, the future citizens of the nation about the pressing need to protect the environment, and through its espousal of ecologically-friendly practices such as the Rainwater-Harvesting System, the installation of a Solar PV Grid-Connected Energy System, a Weather Station, encouragement of paperless office, plastic-free campus, energy audit, greening of the campus, effective organic and e-waste management procedures, and locality cleaning drives has become a model of sorts for green initiatives in the area.
- The Inclusiveness Studies and Practices Centre (ISPC) in the college is yet another holistic hub to sensitize students and other stakeholders about the discrimination, stigma and deprivation faced by excluded categories and to recognize types of diversity with regard to caste, creed, gender, social position, and medical status among other patterns of difference. Its intention is to improve the existing practices, evolve better methodologies of action and redress, fine-tune the mechanisms in place and keep pace with newer ideas and technologies so that the institutional commitment to inclusiveness remains real, relevant and sustainable.

- Sumeli: Folk Art Archive under the Seminar and Research Committee which was formed with a view to exploring and preserving the rich folk traditions, customs, practices, art, culture, livelihoods and knowledge domains of local communities across India is, on one level a unique social work initiative pioneered by the institution.
- The Electoral Literacy Club educates students and other stakeholders about democratic practices and protocols in the country even as the non-teaching staff members, through their summary revision of electoral rolls discharges a very important service to society.
- The staff and students of the college donated clothes to the distressed children of the Sunderbans through the organization *Bhugol o Poribesh Potrikagosthi* reaching out thereby to the downtrodden and the marginalized.
- The students and staff of all the departments contribute generously to the Blind Persons' Association.
- The Alumnae Association too echoes and reflects this larger social vision of the college. Its members visit *Navaneer*, a Home for the Aged and *Mohor*, a School for Cerebral Palsy patients among other organizations with gifts and financial contributions. Moreover, it has recently introduced two cells to help in women's empowerment. These are the Legal Aid Cell and the Stress Prevention Help Desk.
- These and other agencies in the institution, often in partnership with local, regional or national organizations have pragmatically shaped its social work imperatives.
- The institution, in its core service delivery and internal polity, too espouses the same priorities as is seen in the financial and other aid extended to students and staff members and in the inclusive policies generally followed in the ambit of its operation.
- Thus, the Practice demonstrates how through the provision and facilitation of a vibrant and convergent medium of social ministry and compassionate nurture the institution engages in initiatives of advocacy and capacity building.

##### **5. Evidence of Success:**

- This Practice has been extremely successful in the intensity and reach of its vision and action. The NSS unit has not only been able to sensitize its volunteers and other students about the need and nature of social work but has been successful in reaching out to the larger society through its adoption of a slum and other campaigns intended to alter the reality on the ground.
- The Women's Study Cell through its path-breaking work of training economically disadvantaged women and making them self-reliant has created a sustainable entrepreneurship model which in itself is an inspiration to the students while

favourably influencing socio-economic conditions at the grassroots level. Its **receipt of an international grant** speaks volumes about its work.

- The Eco Club has contributed significantly to the adoption of green practices on the campus even as it has developed into a nodal centre for environmental preservation articulating the regional and national polity in this regard with frequent and responsible initiatives.
- The Inclusiveness Studies and Practices Centre (ISPC) has been effective in endorsing and enforcing the institutional policy on inclusiveness. Its maiden venture, a workshop on 26 April, 2018 on '**Tactile Training Strategies for the Visually Challenged**' is an example of this commitment. About forty (40) visually impaired young people from various institutions across the state, including ten (10) of our own students participated in the said event practically demonstrating the avowed motto of the cell. Thereafter it participated in the programme *Anweshan* organized Anweshan for the hearing-impaired in Madhusudan Manch, Kolkata. The organizers of *Anweshan* awarded an **Appreciation Certificate** to the college for its empathetic participation.
- Sumeli: Folk Art Archive, in its own way has been active in propagating awareness and mobilizing public opinion on some of the dying folk traditions in a bid to revive the same as is clear from its seminar on the 4<sup>th</sup> May, 2018 on 'Bangla r Nakshikantha', the embroidered quilt craft of Bengal, the practically extinct folk theatre form 'Bohurupee' and 'Kalighat Patachitra' in which the traditional 'pata' or scroll assumes a new form.
- The members of the Electoral Literacy Club and the non-teaching staff members have **won kudos from the office of the District Election Officer**, South Kolkata Parliamentary Constituency for their dedicated efforts.
- The college received a **Certificate of Appreciation** from *Bhugol o Poribesh Potrikagosthi* for its spontaneous contribution towards the welfare of the deprived people of the Sunderbans.
- The members of the Alumnae Association who form an important category of stakeholders have also extended the vision and work of the institution in this regard actually making a difference in the lives of the medically challenged and the old.

## 6. Problems encountered and resources required.

- The mindset of the inhabitants of the local slum had to be

	<p>gradually changed by our NSS volunteers and faculty advisers who eventually were able to convince them of their noble intentions through their sustained efforts at social amelioration.</p> <ul style="list-style-type: none"> <li>• Getting the trainees to attend the SUCHARU Vocational Training classes was sometimes difficult as they often lacked the fares for their journey. The college sometimes helped out with this and also provided refreshments to them.</li> <li>• Popular perceptions of, and entrenched prejudices against excluded categories need to be changed and ISPC through its workshop for the visually impaired has already taken a step in this direction.</li> <li>• While the NSS and Women’s Study Cell initiatives have, to some extent been funded by the Central Govt, UGC and the United Board of Christian Higher Education in Asia (UBCHEA) grants the other programmes were sponsored by the institution. Corporate and other types of sponsorship need to be mobilized for the sustenance of such innovative social work initiatives and the college is working to that end.</li> <li>• More financial resources and local partners in this comprehensive endeavour are required.</li> </ul> <p><b>7. Notes (Optional)</b></p> <p>Same as for Example 1.</p>	
--	---	--

**Key Indicator - 7.3 Institutional Distinctiveness (20)**

<b>Metric No.</b>		<b>Weightage</b>
<p><b>7.3.1</b></p> <p><b>Q1M</b></p>	<p><i>Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust</i></p> <p>Upload a description of the institutional performance in one area distinctive to its vision, priority and thrust in not more than 500 words.</p> <ul style="list-style-type: none"> <li>• Being a champion of women’s education since pre-Independence times Women’s Christian College is known for its pioneering efforts in the field.</li> <li>• Its avowed aim of catering to the educational needs of young women from diverse castes, creeds and socio-economic levels against the background of Christian nurture has borne fruit over</li> </ul>	<p><b>20</b></p>

the years as its span expanded from a few subjects under the University of Calcutta to a range of academic programmes, courses and subjects.

- To accommodate this expansion it has developed from its humble origin in a rented building to an institution comfortably housed in three blocks of its own having a chapel/conference hall, computer education centre, auditorium, audio-visual rooms, virtual classroom, library, smart classrooms, laboratories, staffrooms, offices, gymnasium, hostel and many other facilities.
- The students, in emulation of their founders' outlook are encouraged to adopt a lifestyle characterized by "plain living and high thinking". To that end the young women are encouraged to use all the academic and other resources at their disposal for their overall growth.
- Girls from rural interiors, first generation learners, members of depressed communities, young adults from impoverished backgrounds, students with medical histories and the differently-abled are all accommodated in the inclusive fabric of the institution which responds to the different levels of learning abilities of its students.
- The college has retained its hostel precisely to continue to house girls from the geographical and socio-economic margins, giving them a sound education at an affordable price and equipping them for the wider world. In this it has been successful as generations of hostellers have found a niche in the world after completing their stay and education in the college.
- Many students from an economically modest background are financially sponsored and supported by the institution and other stakeholders so that they may complete their education and become, in due course contributing members of society.
- The college administers several government scholarships such as those under the Kanyashree Prakalpo, the West Bengal Minorities Development and Finance Corporation, the Swami Vivekananda Merit and Means Scholarships and others which go a long way in helping the young women complete their graduation.
- By introducing relevant subjects into the college curriculum from time to time the institution has kept in tune with the demands of its primary stakeholders, the students.
- Sucharu, Women's Study Cell of the College has built up a mini library on feminist literature and theory that is meant to ignite the academic interests of the young girls as also widen their intellectual horizon.
- Most importantly the students are taught with care and compassion with the teachers organizing remedial and extra classes for the weaker students.
- The original focus of the institution to not only form and inform the young women who come to it for purposes of study but also to reform and transform them wherever necessary or practicable has

	<p>gathered momentum over the years to the extent that today this practice is the cornerstone of the ethical foundation of the college.</p>	
--	---	--

## **Format for Presentation of Best Practices**

### **1. Title of the Practice**

This title should capture the keywords that describe the practice.

### **2. Objectives of the Practice**

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

### **3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

### **4. The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

### **5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

### **6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

### **7. Notes (Optional)**

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Any other information regarding Institutional Values and Best Practices which the HEI would like to include.