**Best Practices:**

1) **Orientation Program for the newly admitted students**

Every year the college organizes a series of orientation lectures for the newly admitted students. Under the guidance of the parent university, Choice Based Credit System is introduced in the Commerce Department of the college. Every year the college takes upon itself the duty to guide the newly admitted students as they step into the threshold of higher education, through talks and lectures by the principal and the faculty members. The primary objective is to articulate the academic as well as ethical responsibilities of the students and to impart the knowledge of the available academic resources and aids that the college provides. It is also to facilitate the familiarization of the new students with the college by informing them about the history, tradition, campus culture and opportunities. This year it has become more imperative to counsel the students and acclimatize them in the new system. As they are the first batch to face the new CBCS system, apart from talks and lectures, workshops are arranged for proper orientation of the students. Through these workshops, subject teachers have steered the students to the details of the workings of the new system.

2) **Use of ICT**

The college authority ensures effective use of ICT. Rooms are ICT enabled. We have a smart classroom with interactive board, projector and public address system. There are other classrooms enabled with projectors and public address system. Apart from that we have shot through projectors, portable public address system, laptops etc to provide access to ICT facilities to teachers. The IQAC monitors the effective use of ICT through student feedback and internal academic audit. The use of Learning Resource Management System on Google platform, namely Google Classroom is regularly used. There are students groups on Whatsapp where teachers share materials and necessary information with students. Students also share their response, assignments and information making it an effective medium of collaborative learning. A number of workshops on the use of ICT in teaching, learning and administration have been arranged by the IQAC. Several other administrative and academic documentation works are done through collaborative tools like Google docs. Library orientation programmes for effective use of e resources have been arranged from time to time. The library is partially digitized. The office too is partially automated. The day to day record keeping is on the network and the admission is purely online. The website is dynamic with all relevant information uploaded as well as notifications sent through SMS. All the departments make use of Power Point Presentations, smart boards and e resources. Efficient use of Cloud is done for data storage. The college is aspiring to have a fully enabled optimal high speed Wi Fi connection over its campus, financial aid for infrastructural development is urgently required. Well equipped language lab is required. A well equipped studio for development of videos for e module preparation is also of utmost necessity. Other immediate requirements are installation of Learning Management Software for management of human resources.

3. **Community Services**:

The college strives for inclusion and meaningful participation of the local people in its extension activities. It takes to educate the socially and economically underprivileged of the locality as well the children in areas of health, hygiene and nutrition. The aim of extension activities in the community is to bring about small differences in the life of people, spreading awareness in general issues and involving the local people with the growth of the educational institution. The main objective of the NSS is to understand the community where they work, identifying the needs

and problems of the local community. With this in mind the college has taken up various activities, most of which are carried out by the NSS volunteers. In the beginning of the academic year, all events are planned in the IQAC and the activities of NSS are identified. The extension activities are planned and executed by a dedicated team of teachers, the NSS Programme Officer and motivated NSS volunteers. Financial aid from the Government for NSS activities is acknowledged. In addition expenses are borne out of the college fund and from the donation received from the staff members.

Students, teachers and NSS volunteers are actively involved with the children of the local slums. They are involved in cultural functions, in the observation of the national festivals and it is a practice to distribute clothes, books, stationery to the children during festivals. The children are invited to the college on special days and various programmes are arranged for them and involving them. A list of various extension activities organized by the college is mentioned below: a) Organizing and conducting door to door awareness drive on Dengue and other Vector borne diseases in the neighborhoods. b) Organizing and conducting awareness programme on hand washing, sanitization and cleanliness. c) Delivering motivational speech on social awareness in the locality. d) Cleaning the locality and market area and making them plastic free. e) Spraying of bleaching powder in the college adjacent areas as well as the drains. f) Conducting door to door survey on health in the locality. g) Conducting Health/ Eye Immunization Camps

**4. Extension Activities**:

h) Observation of nationally important days are sincerely carried out all through the year like Republic Day, Independence Day, Netaji Subhash Chandra Bose's Birthday, Gandhi Jayanti, International Mother Language Day. University Foundation Day, College Foundation Day and Birthday of Sir Gurudas Bandyopadhyay are also observed.

**5. Curriculum Enrichment Book Fair:** At the start of the academic session, each year, the college organizes a book fair at the college premises known as the "CURRICULUM ENRICHMENT BOOKFAIR". The actualization of the process involves the following initiatives: a) The book fair committee decides the suitable date, extent of the event and the minimum expenditure to be incurred. b) The publishers and book sellers are invited (No participation fees is charged, however they need to fill up participation forms indicating the facilities they are willing to provide to the students at the book fair) c) The students (volunteers) are selected. They are conveyed with the detailed process. d) The notices are circulated and the invitation letters for the parents are handed over to their wards. e)

N.S.S team of our college, the students' council and "The friends of the Library" volunteers actively participate in the wholesome organization of the fair. f) Temporary stalls are set up at the college premises. g) The publishers are asked to provide a list of the books they are to display during the fair. h) The relevance of the enlisted books to the course curricula is effectively judged. i) A facility to store the books are also provided to the publishers and booksellers. k) Banners and posters conveying the motto of the fair are printed. Posters and banners that inculcate good reading habits in interesting and readily acceptable approach are developed. l) Presentations are prepared to convey about the library facilities, rules etc. so that an informal communication about the learning resources can be provided. m) Badges are printed to initiate active involvement by a feeling of belongingness among the students. n) Projection screens are set up to display the relevant contents during the fair. o) Halogen lights, spot lights, stand fans, and refreshments are arranged. This is indeed necessary for a conducive environment. p) The President, Governing body, the principal and the dignitaries address the students at the inaugural programme. It is a skilful supplementation of the induction address at the beginning of the session but in a festive mood. q) The regular readers of the library are given due appraisal by announcing "The reader of the year" as an effort to motivate towards access and utilization of the resources for curricular enhancement. r) The list of requisitions, purchases and recommendations by the students and faculty are collected from the publishers and book sellers. This serves as an effective feedback.

The expected outcomes of the book fair are

a) A wide exposure to the books related to the course curriculum

b) To inculcate an interest in reading and learning

 c) To make new books accessible to the students

d) The publisher–student meet may help the students to purchase books as per their requirement without the hassle of hopping book shops in search of the required books.

 e) If the students fail to purchase the books during the fair, may purchase the books at the same discounted rate as per their convenience.

f) The faculty can recommend books for resource building of the college library as newer publications are just within their reach from the renowned publishers and booksellers.