Criterion 6 - Governance, Leadership and Management
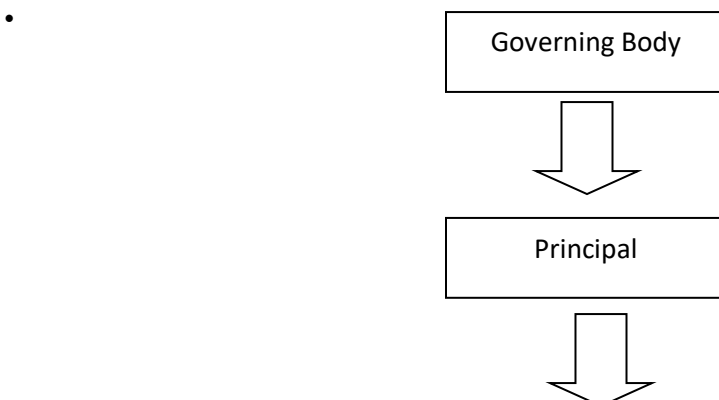
6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution
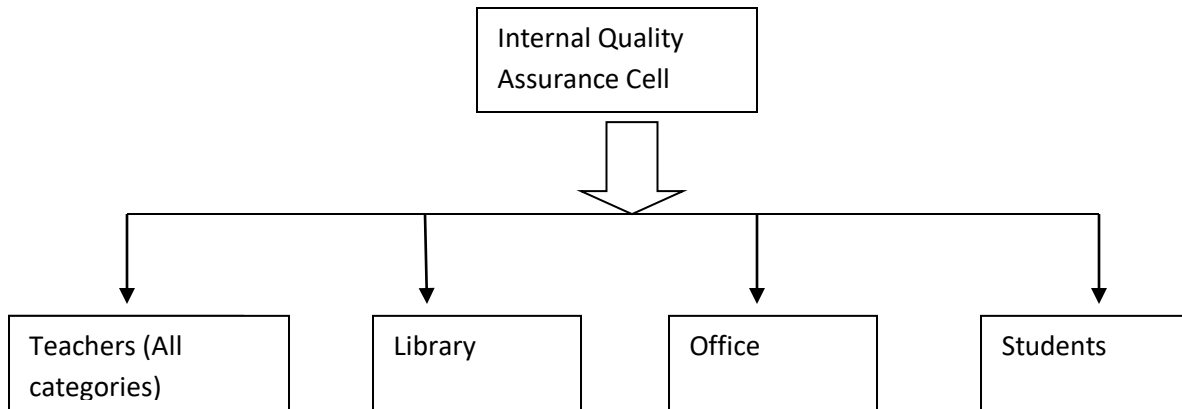
Khudiram Bose Central College adheres to the guidelines prescribed by University of Calcutta and University Grants Commission and has an able Governing Body that keeps in mind the objective of 'self reliance' while framing policy decisions for the College. The President of our Governing Body is an eminent academician. The Principal of the College is the secretary of the Governing Body and there are representatives from Government of West Bengal and University of Calcutta who have been involved in policy implementation. Representatives from teaching and non teaching sectors also contribute to the development of the College. College adheres strictly to the syllabus prescribed by University of Calcutta. However, within the framework of the given syllabus departments have the flexibility to strategize implementation.   The Governing Body of the College gives liberty to the departments to do so.

The College places emphasis on self reliance as its vision statement. Apart from this the College also believes in generating core sense of values that will make each member of the College and the students better citizens. Each activity of the College is motivated in making the institution self reliant as well as the students self reliant. Our vision and mission, aims and objectives along with code of conduct are all specifically mentioned in the college website. (upload link)
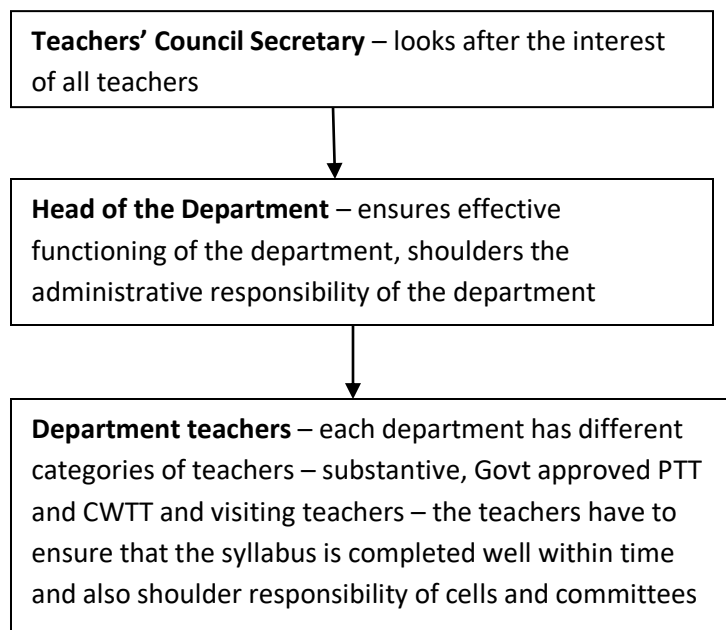
6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

a. Management is decentralized and this helps in smooth functioning of the College. As far as administration is concerned the pattern of management is pyramid

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┌─────────────────┐
│ Internal Quality│
│ Assurance Cell  │
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Teachers (All categories)	Library	Office	Students

b. Decentralization is also followed within each sector –
   Teaching Sector -

Teachers' Council Secretary – looks after the interest of all teachers

↓

Head of the Department – ensures effective functioning of the department, shoulders the administrative responsibility of the department

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Department teachers – each department has different categories of teachers – substantive, Govt approved PTT and CWTT and visiting teachers – the teachers have to ensure that the syllabus is completed well within time and also shoulder responsibility of cells and committees

c. Non - teaching Sector

Library – the Librarian is in charge of College library. Apart from the Librarian there is a non – teaching staff and peon. There is also a Library Committee, headed by the Librarian for purpose of planning and development

Office Head Assistant – in charge of College Office

Accountant		Cashier

Clerk - Group C
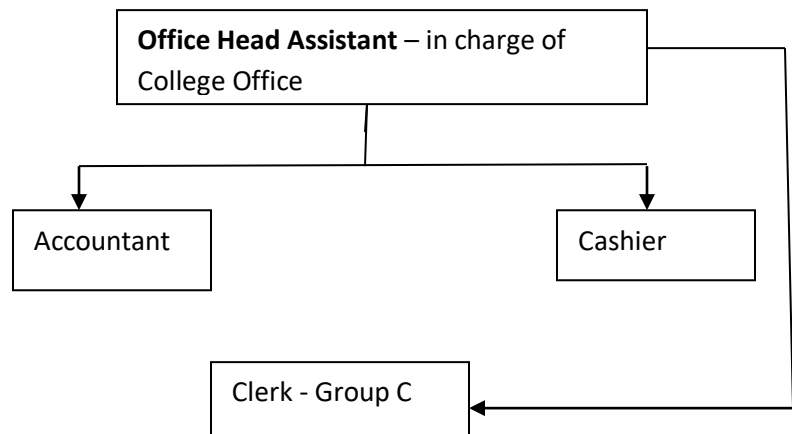
| Group D Staff |

d. Each sector contributes in sustenance and growth of the College.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic/ perspective plan is effectively deployed

a. There are multiple layers in the deployment of institutional plan –
   I. Department Level – at the beginning of each academic session the departments upload their academic calendar. Apart from completion of syllabus, the departments also have different programmes planned in an academic year such as departmental magazine, students' seminar, departmental cultural programme, department parents meet and so on. Each plan of activity is officially submitted to College authority for permission.
   II. Institution Level –
      a. The Internal Quality Assurance Cell, at the beginning of each academic year recommends certain strategies that will contribute to the growth of the institution. The IQAC also reviews the strategies of the previous academic year and accordingly suggests implementations.
      b. Financial planning – the budget is prepared and placed before the Governing Body at the beginning of financial year.
      c. Governing Body – the meetings of the Governing Body are primarily routed to strategy deployment. The Principal places all the recommendations before the House and accordingly decisions are arrived at. (2020 – 21 GB r this part needs to be included)
      d. The College has Grievance redress cell, Internal Complaints Committee, Anti – ragging Cell. These cells are very effective in maintaining healthy atmosphere in the College.
      e. The College also has a system of student fee concession. Meritorious but financially weak students are given this benefit.
      f. The system of awarding students who have performed well in University exam has yielded result.
      g. The College Sports is another strong area where the College gets to select students who will represent College in different tournaments.
      h. The Intra College Cultural Competition motivates students to explore beyond the syllabus. In 2020-21 this competition was held online. (https://www.youtube.com/@culturalcommitteekhudiramb8066)

i. The annual cultural event is one big attraction for students. The various events like song, dance, and drama bring together staff and students and this promotes good relation between staff and students.

j. **Education Tour –** this allows students to explore opportunities beyond the syllabus. This diversification gives them an idea of outside world.

k. Library, ICT and Physical Infrastructure / Instrumentation - The College Library caters to the needs of all the students. The college has created smart-class rooms with projectors. The Central Library used KOHA library software which is connected to cloud.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

a. All policy decisions are taken by the Governing Body of the College. The execution of these policies is done by the Principal of the College with help of teaching and non teaching staff. The Finance sub committee and the Academic subcommittee are the other statutory bodies, the former in charge of all financial transactions and the latter of all academic decisions of the College.

b. The Teachers' Council is another body that is responsible for the well being of the teachers. All issues related to teaching staff are place before the House.

c. To ensure smooth and effective teaching the College follows the system of inviting teachers to take some classes covering particular topics. As College is not allowed to make any appointment of teachers, even on guest lecture basis, visiting teachers serve as an effective tool.

d. As non – teaching appointments are also within the purview West Bengal College Service Commission the College faces severe dearth of non – teaching staff. To meet the shortage of non – teaching staff the College hires required people from different agencies.

6.2.3. **Implementation of e-governance in areas of operation -**

a. Admission – admission to first semester is entirely done in online mode.

b. Student data management – students' data is managed through software (customized according to the need of college)

c. Finance – WBIFMS (salary component HRMS module), non salary component under e –billing module

d. Library – KOHA software

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

- As per University of Calcutta norm the College enjoys the benefit of Puja Vacation. There is also provision of summer recess and winter recess. These recess periods can be enjoyed by staff of college provided there is no work assigned by Head of Institution.
- There is a scheme of Provident fund for the employees of the college.
- There is a scheme of Group Insurance for the employees of the college.
- There is, as per Govt. of West Bengal order Maternity (180 days) and paternity (15 days) leave.
- There is Medical Insurance facility (West Bengal health) for the employees of the college.
  There is Casual leave of 15 days for the employees of the College.
- There is system of festival advance for the staff of the college that is given to them during Durga Puja.
- The casual staff of the College receive an ex-gratia during Durga Puja.

6.3.2 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

NIL

6.3.4 Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year

9 (attach PDF)

6.3.5 Institutions Performance Appraisal System for teaching and non- teaching staff

a. The IQAC of the College conducts Students' feedback of college.
b. Some departments have their departmental feedback and report is submitted to IQAC.
c. The College arranges Parents' Meet every year and the feedback of the parents are documented.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

The institution conducts internal audit regularly (Audit complete till 2022 – 23)

External financial Audit is done by auditor sent by Government of West Bengal. (Audit complete till 2021 – 22)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

The College arranges local community welfare programme every year for the neighbouring slum. The fund comes from the staff of the College. Members of the College donate money to make purchase. Each member contributes as s/he desires. During the year 2020-21 an approximate of Rs. 27,000/- (Rupees Twenty seven thousand only) was collected from members of College.

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources

The primary source of fund of the College is tuition fees collected from the students. The major expenditure of the College is maintenance of infrastructure. As our College building is not in the name of the College there is no financial aid from government in maintenance of building. Hence all capital expenditure, building maintenance are managed from tuition fees that the College gets.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) plays a crucial role in maintaining and enhancing the quality of education within an institution. It serves as a self-regulatory body inside an educational institution, responsible for planning, implementing, and measuring the effectiveness of various measures to improve institutional quality.

In this pandemic phase this Cell played an active role in ensuring that students' interest was not hampered. The Cell was vigilant in taking measures to monitor online classes and continuous revision of online routine as and when required. The Cell also asked departments in taking up activities that will interest the students. All our programmes took place online. Teachers were also asked to maintain contact with parents and talk to them about the progress of their ward. Different departments had online PTMs.

As classes were being conducted in online mode the IQAC asked teachers to attend different academic development programmes conducted online and publish articles.

CAS is another major concern of IQAC. The Cell asked teachers to prepare their papers and submit the same at the earliest so that the process can be initiated once situation got normal.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

At the start of academic session each department has its departmental meeting to prepare the academic calendar. These academic calendars get uploaded at the website under each department.

The departments

6.5.3 Quality assurance initiatives of the institution include:

Plastic free zone