CITY COLLEGE

Affiliated to the University of Calcutta
102/1, Raja Rammohan Sarani, Kolkata – 700009
Phone : 033 2350 1565, Office : 033 2360 7463
E-mail :principal.citycollege@gmail.com
Website :www.citycollegekolkata.org
GST No. : 19CALC00619D1DE

ESTD. 1881

Ref. No. : ....   *Date: 06.06.2023*

7.2 BEST PRACTICE

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A. Best Practice: Enterprise Resource Planning

1. Title of the Practice: ERP- Enterprise Resource Planning

2. Objectives:
The main objectives of implementing such a system in our institution include:

1. Managing and maintaining the database for students, teachers, faculty members, non-teachingstaff and alumni of the institution.

2. Creating a digital platform for managing all activities and processes of the institution.
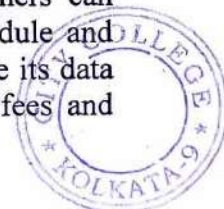
3. The Context:
The ERP is a perfect blend of students' information management, administrativeactivities,Accounts and financial activities through various modules like College Setup,Student, Fee Management, Academic, Employee, NAAC, Training & Placement. ERPprovides strategic direction as to how very easily and conveniently the college can manageevery aspect of the academic as well as administrative processes of the institution.

4. The Practice:
The practice acted as a precursor to digitalization. The practice is found user-friendlyflexible, completely integrated with the financial system of the organization, fast and easilyaccessible on the internet and provided real-time data insight and information. It haspromoted a new culture of quality management, system stability, transparency,competitiveness, increased IT skills of an employee, user satisfaction, automation, systemsecurity, flexibility, data availability, better coordination and communication.

5. Evidence of Success: ERP is a platform helped in the integration of records of an employee, students, and administration of the organization for professional purposes and it has reduced the workload on administrative or office staff members. Authorities and the admins of different modules have their own login credentials to manage the module and be updated on all sorts of entries coming up over time.ERP Staff Module enabled faculty and staff members to create their own profile, and manage their official data, track their leave statements and requests, compensationsand encouraged the minimal use of paper. It empowered students to perform their administrative tasks such as fees submission and application for TC in an efficient and hassle-free way. It increased coordination and communication between staffs and students. Teachers can upload study materials, PowerPoint presentations, academic videos etc. at the LMS module and students can access those anytime they want. The collegeaccount section now can manage its data in a much easier way. They can track and monitor tuition fees, the status of unpaid fees and

defaulters and can send a reminder notice to those defaulters. They can generate reports of different account heads with a mouse click from the proper ERP module.

6. Problems Encountered and Resources Required:

I. It is quite an extensive investment from an institutional point of view.

II. Implementation of ERP is not very easy but a challenging endeavor, especially, at the beginning.

III. Few faculty members and office staffs were not very software friendly and faced a lot of difficulties to understand and operate the software at the early stage.

B. Best Practice: Community Engagement and Social Responsibility

1. Title of the Practice: Community Engagement and Social Responsibility.

2. Objectives:
I. To provide community engagement to the students so that their appreciation ofrural field realities will be holistic, respectful and inspiring.

II. To generatesocial attitudes in young minds.

III. To gain an understanding of social realities and find out solutions.

3. The Context:
Despite India's economic growth, the country is themost populated country in the world and continues to witness poverty, marginalization and deprivation, environmental degradation,conflict and violence. It was expected that education would contribute solutions to theseproblems to some extent. The higher education sector is bestowed with certain social andacademic responsibilities. Primordially, higher education was entrusted to human civilization,knowledge creation and molding members of society. City College as an educationalinstitution played a key role in the generation of social attitudes in young minds. Oneimportant mission of this college is to develop sensitive and responsible youth forces thathave social commitments toward the larger section of society. The college believes that thesocial responsibility of the students and teachers can be fostered through continuouscommunity engagement. The college has made serious efforts to improve the socialconnectedness of our students and faculty members through various initiatives.

4. The Practice:
The extensive activities of the college focus on the concept of campus-communitypartnership, engaging the students with the realities of society and creating a mindset toextend a helping hand to those in need.

5. Evidence of Success:
Some of the activities representing the evidence of success achieved by the college are givenbelow

I. COVID vaccination Camp arranged at City College Campus on 4th October 2021

II. Distribution of woolen garments, stationary items and Food packets to needychildren on 4th December 2021.

III. Awareness Camp on Student Credit Card Scheme on 23rdand 27th December 2021

IV. Blood Donation Camp on 20th February 2022

V. Visit to "Natun Ghar", an old-age home for destitute women on 23rd April 2022

VI. World Health Day Celebration: Lecture on "Climate Change" on 7th April 2022

VII. Webinar on "Do's and Dont's" on 27th April 2022

VIII. Seminar on "Human rights and Gender Sensitization" on 29th April 2022

IX. Seminar on "Intellectual Property Rights" 5th May 2022

X. Seminar on "Cyber-crime and ethical hacking" on 14th May 2022

XI. The "Wizard of Oz": The Monetarist Model, The Gold Standard and The Social Costof Inflation-A Piece of Economic History in The Guise of A Kids' Story on 20th May2022

6. Problems Encountered and Resources Required:

I. More teachers are required to monitor the activities.

II. Financial limitations.

Principal
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KOL-9