Criterion 7 - Institutional Values and Best Practices
Key Indicator - Key Indicator - 7.2 Best Practices

Best Practice -1

1. Title of the Practice: e-Administration

2. Objectives of the Practice

E-Administration or electronic administration is the process of converting paper-based office procedure into electronic ones. The fundamental goal of e-Administration is to create a paperless office and improve the productivity and performance. E-Administration is basically an ICT tool that can increase accessibility, inclusivity, and flexibility in the service delivery system of the institution. It also simplifies routine work processes, encourage innovation/creativity and improve the security of information of the institution. E-Administration is potentially capable of creating a forum for quick access to information and data, allowing multiple uses to access it at the same time from anywhere in the world potentially augmenting the performance of the college on a global perspective.

E-Administration can encompass both intra-office and inter-office communication for any organization. Its objective is to introduce total transparency and accountability leading to a better e-Governance within the college:
1. Students' Admission
2. Students' Registration with the affiliating university
3. Online payment of fees by the students through college portal
4. Students' data Management
5. Students' Support Systems including scholarship verifications
6. Financial Management System
7. Students' Enrolment for appearing at the university examinations
8. Uploading of marks on the university portal

Dinabandhu Andrews College has adopted the e-Administration approach for fulfilling the following objectives:

- Administrative services on one click
- Minimizing the use of papers in order to save trees
- Smooth and faster communications
- Protecting data and documents from possible dangers due to fire/earthquake etc.

3. The Context

In the face of gradual reduction of manpower, the college felt it difficult to ensure student-centric services including admission, fee collection over the counter, verification of university enrolment documents etc. Moreover, a huge amount of papers were used to maintain such services. The college started thinking to adopt such a system that can communicate with students in no time on one hand and the college can save its time and energy on the other.

4. The Practice

The practice of E-Administration is executed in different ways:

1. Online Admission of the students at UG and PG levels
2. Availability of Study materials through college website
3. Online payment of fees by the students leading to a cashless campus
4. Online Examination during COVID period
5. Online Entry of Marks on Calcutta University Portal in which Dinabandhu Andrews College is a user
6. Activities regarding students' enrolment with the affiliating university to the issuance of Admit Card through CU Portal
7. Online processing of the students' Scholarships through the Government portals in which Dinabandhu Andrews College is a user
8. Financial Management using college ERP
9. Use of online accounting software
10. Use of the Human Resource Management System (HRMS)
11. Online Pension & Family Pension
12. Online PF Management system
13. Other online administrative practices
14. Online Notifications
15. Government Orders made available online
16. Compendia of Government Orders made available online

Dinabandhu Andrews College introduced/adopted various systems in E-administration for the fulfillment of paperless E-governance:

1. All Administrative communications with the students and staff are primarily done through the College **website www.dacollege.org**
2. All kinds of notices, academic, administrative, notices regarding classes and examinations, Tender Notices etc are regularly published on the college website.
3. For procurement over Rs.100000.00 are done on the basis of e-tendering through the Government portal for the purpose under reference **[https://wbtenders.gov.in/nicgep/app]**
4. Different aspects of college Governance are brought to public domain through the college website
5. Financial transactions pertaining to drawal and disbursement of salary and non-salary grants are executed through **HRMS** portal under **IFMS** as a bona-fide user maintained by the Department of Finance, Government of West Bengal.
6. The employees' subscription to the Provident Fund, the Tax Deducted at Source, and the Profession Tax (as applicable) are deducted and deposited to the designated Government Accounts by the Government Treasuries as per online advice of the college (through the HRMS).
7. The system generates quarterly report of TDS which is used for the purpose of quarterly return to be submitted by the college to the Income Tax Department, Government of India
8. The system generates monthly report of the employee-wise contribution to the Provident Fund which may be downloaded by the employees themselves through their individual login. College, however, gets a detailed employee-wise report for its record.

9. All other financial transactions are done through the FINANCE segment of the cloud-based ERP subscribed by the college

10. The accounts of all financial transaction pertaining to procurement, maintenance work, AMCs, contingent expenses etc are maintained by the online version of the one Accounting Software colloquially known as 'Tally'.

11. Financial transactions pertaining to the Provident Fund of the regular employees are executed through **NGIPF** (Non-Government Institution Provident Fund) under **IFMS** as a bona-fide user maintained by the Department of Finance, Government of West Bengal.

12. The processing of applications for terminal benefits of the retiring employees is done through a dedicated **E-Pension (wbhedpen)** portal as a bona-fide user maintained by the Department of Finance, Government of West Bengal.

13. Students' Admission, cancellation of admission, refund of admission fee, registration with the affiliating university etc. are executed through the dedicated Online Admission Portal which is an integral part of the college ERP.

14. Student database management is done through a dedicated cloud-based ERP subscribed by the college

15. Student support systems including enrolment and procession of applications for different Government-sponsored scholarship are done through Institutional login in various Government portals

16. Student progress/ course outcome attainment has been mapped through a separate portal. The Government portals under reference are made available on the college website.

17. Registration of the newly admitted students (Semester-I under CBCS ad CCF) done through the cloud-based ERP

18. Fees are collected from the students through online mode through the college ERP via a third party executer like Bill Desk. The Bill Desk, in turn, transfers the fees collected to the designated bank account of the college

Constrains/Limitations Faced:

Following impediments have so far been encountered during implementation of the system of E-Governance:

1. Interruptions in internet connectivity due to some unforeseen situations sometimes stand against the smooth conduct of the online business

2. It has been observed that students often fail to maintain the E-mail ID or the Mobile Phone Number provided by them at the time of admission This practice sometimes cause inconveniences

3. Protection of data under the online/cloud-based system is a formidable challenge

5.Evidence of Success

The success of the endeavour towards the establishment of E-Governance and paperless college administration is evidenced from the following operational portals:

Summary of evidences of success

S/N	Services executed through online portals	Beneficiaries	Related Link
1	College website	All the Students, Teachers, Non-Teaching Staff, Alumni & Others	www.dacollege.org
2	Administrative ERP Solution	Principal, Bursar, Head Clerk, Accountant and Cashier	https://dacollege.org/index.php?option=com_content&view=article&id=48&Itemid=0
3	HRMS Portal	All members of teaching and non-teaching staff	https://www.wbifms.gov.in/cas/login?service=http%3A%2F%2Fwww.wbifms.gov.in%2Fifms%2Flogin.html
4	Online Fees Payment Portal	All the students, Bursar, members of office staff	https://dacollegeerp.in/StudentPortal/Login.aspx
5	Online Admission Portal	All aspirant students seeking admission to the UG and GG courses	https://wbcap.in/
6	Availability of Study Materials on college website	All students	https://dacollege.org/index.php?option=com_content&view=article&id=41&Itemid=0
7	E-Pension Portal	All retiring Employees	https://epension.wbhed.gov.in/
8	Scholarships Portal	All bonafide students	https://dacollege.org/index.php?option=com_content&view=article&id=32&Itemid=0
9	Swami Vivekananda Merit Cum Means Scholarship (SVMCM)	Students (UG) Science/Arts/Commerce	https://svmcm.wbhed.gov.in/
10	OASIS Scholarship	Students belonging to SC/ST/OBC categories	https://oasis.gov.in/
11	Aikyashree Scholarship	Students of Minority Community	https://wbmdfcscholarship.in/
12	Provident Fund Portal	All the employees	https://www.wbifms.gov.in/gws/ngipf-web/#/ui/login?data=ngipf.login
13	Student ERP	All bonafide students	https://dacollege.org/index.php?option=com_content&view=article&id=45&Itemid=0
14	Feedback System	Students, Faculty Members, Staff, Alumni, and Parents	https://dacollege.org/index.php?option=com_content&view=article&id=57&Itemid=0

6. Problems Encountered and Resources Required

Problems Encountered:
(a) Technical problems leading to interruptions in Internet Connectivity at required speed
(b) Frequent changes of Mobile Phone Number and E-Mail IDs of the students often cause hindrances to the E-services and E-Admininistrative activities

(c) Lack of adequate devices sometimes pose problems

Resource required:
- **(a)** Sufficient Government Funding
- **(b)** Deployment of trained professionals for handling the issues pertaining to the E-Administration

7. Notes (Optional)

Emphasis on E-Administration in order to ensure transparency in administration is the need of the time. Moreover, E-Administration is potentially augmenting the Environment Conservation Activities primarily through the reduction in the use of papers which help us save the trees and eventually protect our future.

Listed below are some of the paperless administrative activities showing the success of E-Administration:

S/N	E-Administrative Activities	Targeted Beneficiaries	Links to the relevant documents
1	Availability of Study Materials on college website	All students	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471840287.2.1_Study_Materials.pdf
2	Online Admission	All 10+2 Pass outs seeking admission to this college	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471219147.2.1_Online_Admission.pdf
3	Online Examination during COVID	Students of the COVID Period	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471392757.2.1_Online_Examination.pdf
4	Online Payment of Fees	All bona fide students	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471481487.2.1_Online_Payment_Fees.pdf
5	Online Scholarships for the students	All bona fide students	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471759267.2.1_Scholarships.pdf
6	Students' enrolment to the issuance of Admit Card	All bona fide students	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56470844917.2.1_Enrollment_issuance_Admit_Card.pdf
7	Online Entry of Marks on CU Portal	All the Teachers	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471307877.2.1_Online_Entry_Marks.pdf
8	Financial Management using college ERP	Personnel of College Administration	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56470933647.2.1_Financial_Management.pdf
9	Online Pension & Family Pension	Retiring and retired employees	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471558647.2.1_Online_Pension.pdf
10	Online PF Management	All existing and the retired employees	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471655097.2.1_Online_PF_Management.pdf
11	Other online administrative practices	Personnel of College Administration	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.5647074467.2.1_administrative_practices.pdf
12	Use of online accounting software	Personnel of College Administration	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56470648157.2.1_Accounting_software.pdf
13	Use of the HRMS	Personnel of College Administration	https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45516.56471107257.2.1_HRMS.pdf
14	Online Notifications	Students, Teachers and staff	https://dacollege.org/noticeportal.php?ntid=1&ntype=General%C2%A0Notice&A=ALL
15	Government Orders made available online	All concerned interest in Education	https://dacollege.org/noticeportal.php?ntid=8&ntype=ACTS%20AND%20ORDERS&A=ALL
16	Compendia of Govt. Orders	All concerned interest in Education	https://dacollege.org/index.php?option=com_content&view=article&id=61&Itemid=0

Best Practice -2

1. Title of the Initiative: Safeguarding Nature for Tomorrow's World

2. Goals and Purpose of the Initiative

The primary objectives of the "Safeguarding Nature for Tomorrow's World" initiative at Dinabandhu Andrews College, Garia, Kolkata, are:

- To create environmental consciousness among students, faculty, and the local community.
- To actively engage the college community in sustainable practices that contribute to environmental preservation.
- To raise awareness about the impact of human activities on nature and encourage the adoption of eco-friendly habits.
- To empower students as environmental ambassadors who can lead future generations in protecting the planet.

3. Background and Rationale

Located in the urban sprawl of Kolkata, Dinabandhu Andrews College recognizes the pressing need to address environmental degradation. Rapid urbanization, pollution, and climate change pose significant threats to the ecosystem. The college, being an integral part of the community, is in a unique position to influence positive change through education and action. The "Safeguarding Nature for Tomorrow's World" initiative was conceptualized to align with global efforts toward sustainability and to fulfill our responsibility to future generations.

4. Implementation of the Initiative

a. Raising Environmental Awareness

- **Workshops and Seminars:** Regular workshops and seminars are organized to educate students and faculty about environmental issues such as climate change, biodiversity loss, and pollution. Experts from environmental organizations are invited to share their knowledge and insights. Various seminars and workshops have been performed on various environmental issues.
- **Campaigns and Outreach:** Awareness campaigns and outreach programs are conducted to engage students creatively. These activities are aimed at fostering a deeper understanding of environmental concerns and encouraging proactive behavior.
- **Environmental Education Integration:** Environmental topics are integrated into the curriculum to ensure that students receive a holistic education that includes the importance of environmental stewardship.
- **Educational Excursion to** Botanic Gardens, Santuaries
- **Community work** through campaigning by Social Harmony Cell, NCC and NSS unit of Dinabandhu Andrews College.

b. Environmentally Friendly Initiatives

- **Tree Plantation Drives:** The college organizes tree plantation drives within the campus and in nearby areas. This not only contributes to increasing green cover but also involves students in hands-on environmental conservation activities.

  i. **In collaboration with Purbasha Eco-Helpline Society, Sundarbans:**
  Dinabandhu Andrews College in collaboration with **"Purbasha Eco-Helpline Society"** arrange direct initiatives for environmental conservation, engaging students, instructors, and staff members.
  Mangrove plantation is being carried out in various stages in Sundarban areas to mitigate soil erosion, landslides, and establish a Bio-Shield against tidal activities.

  ii. **In collaboration with Pran Prahari:**
  Dinabandhu Andrews College, in collaboration with **"Pran Prahari,"** organize awareness camps focused on educating the local community about snakebite prevention and the conservation of the Fishing Cat, the state animal of West Bengal, to ensure the protection of these species from human conflict.

  iii. **In collaboration with Shikor-Alumni of Department of Botany**
  Dinabandhu Andrews College, in collaboration with "Shikor"-Alumni of Department of Botany distribute saplings to the needy farmers of South 24-Paraganas.

  iv. **In collaboration with Sayan Nursery**
  A workshop on horticultural techniques at Sayan Nursery provides students of Dinabandhu Andrews College with valuable skills in sapling development, grafting, and other methods aimed at accelerating plant growth. This initiative empowers them to strategically plant vegetation in suitable locations, thereby contributing to the protection and improvement of the local environment.

- **Waste Management Programs:** A comprehensive waste management system has been implemented on campus in collaboration with **"Vital Waste"**. This includes waste segregation, composting of organic waste, and recycling initiatives. Students are trained to manage waste responsibly both on campus and in their communities.

- **Energy Conservation Efforts:** The college has initiated energy-saving measures, such as installing energy-efficient lighting, promoting the use of renewable energy sources, and conducting energy audits to minimize consumption.

  (i) We have installed roof-top solar system since 2015 and saved electricity periodically.

  (ii) Regular wise energy audit, environment audit, green audit has been conducted by the ISO certified agency.

5. Indicators of Success

The success of the "Safeguarding Nature for Tomorrow's World" initiative is evident through several measurable outcomes:

- **Increased Participation:** A growing number of students and faculty members actively participate in environmental activities, indicating a heightened awareness and commitment to the cause.
- **Positive Environmental Impact:** The tree plantation drives have resulted in a significant increase in green cover on and around the campus. Waste management efforts have reduced the amount of waste sent to landfills.
- **Recognition and Awards:** The college has received recognition from local environmental organizations and government bodies for its contributions to environmental conservation.
- **Sustainability Education:** Students have shown improved understanding of environmental issues, as reflected in their academic performance and participation in related projects and competitions.

Summary of indicators of success:

Sl. No.	Type of Programmes Organized	Number of Programme
1	No. of MoUs for initiatives focused on environmental awareness and protection	05
2	No. of seminars, and workshops conducted in collaboration with Social Harmony Cell, NCC and NSS	06
3	No. of Environmental Awareness programme, tree plantation, mangrove plantation, Snake Biting and Fishing Cat Conservation programs	05
4	No. of Clean Campus-Green Campus initiatives by NCC	06
5	No. of Field Training Programs conducted in collaboration with Sayan Nursery	01
6	No. of Vermi-Compost Production Programme	01
7	No. of workshop with NCC Unit to distribute Ecofriendly Bags	01
8	No. of sapling distribution to the family members of the farmers of South 24-Paraganas Shikor-Alumni of Department of Botany	06
9	No. of various environmental awareness events such as Wildlife Photography, World Water Day, Ozone Day, World Environment Day, and World Oceanography Week programs	19
10	No. of Gardening Activities	Regular upliftment Process
11	No. of Certificates on Waste Management	08
12	No. of Audits reports on Energy, Environment and Green Audits	04

Sl. No.	Type of Programmes Organized	Number of Programme
13	**No. of Alternative Energy Source-Solar Power**	01
14	**No. of Tree Plantation Programme**	03
15	**No. of Books Published on College Flora, Fauna and Microbes**	03

6. Challenges Faced and Required Resources

While the initiative has been largely successful, it has encountered several challenges:

- **Resource Constraints:** Limited financial resources sometimes hinder the scale of activities that can be conducted. Securing funds for larger projects, such as installing solar panels or expanding green spaces, remains a challenge.
- **Community Engagement:** Engaging the broader community outside the college in environmental activities has been difficult. More efforts are needed to involve local residents and organizations.
- **Sustained Participation:** Maintaining long-term interest and participation among students is challenging, especially when academic pressures increase. Continuous motivation and innovative approaches are required to keep the momentum going.

7. Concluding Remarks (Optional)

The "Safeguarding Nature for Tomorrow's World" initiative is a testament to Dinabandhu Andrews College's commitment to environmental stewardship. As we look to the future, the college aims to expand its efforts, collaborate with more stakeholders, and explore new avenues for promoting sustainability. The lessons learned and successes achieved will serve as a foundation for future initiatives, ensuring that our efforts to protect the environment continue to grow and evolve.

The following documents are provided as evidence and support for the successful implementation and outcomes of the Best Practice-2, titled 'Safeguarding Nature for Tomorrow's World.'

These documents highlight the various initiatives, activities, and results that have been achieved under this practice, demonstrating the college's commitment to environmental conservation and sustainability.

Sl. No.	Document Descriptions & Corresponding Links
1	**Memorandum of Understanding (MoUs) with collaborators for initiatives focused on environmental awareness and protection.** **Link: https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60071747691.pdf**
2	**Documentation of seminars, and workshops conducted in collaboration with Social Harmony Cell, NCC and NSS.** **Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60072862652.pdf**
3	**Reports on Environmental Awareness programme, tree plantation, mangrove plantation, Snake Biting and Fishing Cat Conservation programs.** **Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60073267753.pdf**
4	**Documentation of Clean Campus-Green Campus initiatives by NCC.**

	Link: https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60073877324.pdf	
5	Documentation of Field Training Programs conducted in collaboration with Sayan Nursery. Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60074027785.pdf	
6	Reports on Vermi-Compost Production. Link: https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60074274696.pdf	
7	Reports on workshop with NCC Unit to distribute Ecofriendly Bags. Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60074510037.pdf	
8	Documentation of sapling distribution to the family members of the farmers of South 24-Paraganas Shikor-Alumni of Department of Botany. Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60074691368.pdf	
9	Reports on various environmental awareness events such as Wildlife Photography, World Water Day, Ozone Day, World Environment Day, and World Oceanography Week programs. Link: https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.60074818679.pdf	
10	Reports on Gardening Activities Link: https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.600749614210.pdf	
11	Reports and Certificates on Waste Management Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.600750925911.pdf	
12	Reports and Certificates on Energy, Environment and Green Audits Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.600752546312.pdf	
13	Reports and Certificates on Alternative Energy Source-Solar Power Link:https://dacollegeerp.in/IQAC/FLD_1088_4_IQAC_45525.765713696Reports of Alternating energy.pdf	
14	Reports on Tree Plantation Programme Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.600754166714.pdf	
15	Reports on Microbes, Flora and Fauna of Dinabandhu Andrews College Link:https://dacollegeerp.in/IQAC/FLD_1092_4_IQAC_45534.600755594115.pdf	