**6.1.2 The institution practices decentralization and participative management**

**Response:**

 In accordance with the policy of decentralization adopted by the management , both teaching and non-teaching members are adequately represented in the Governing Body of the college and their opinions are sought in making and implementation of different policies. Apart from the Governing Body meetings, sub-committees like IQAC, Provident- fund committee, Academic sub-committee, Examination subcommittee, Students’ Support and Progression sub –committee, Canteen sub-committee, Parent- Teacher association, Internal Complaints committee meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with the non-teaching staff members of the college as well as by notifications.

One case study showing practice of decentralization and participative management in the institution may be found in the Provident Fund Committee of the college. This Committee works in strict compliance with the rules and regulations of the C.S. Branch of the Education Department of the Government of West Bengal. Management of the Fund is vested in the Governing Body of the college. Every whole-time employee is a subscriber to this fund. Though the Principal of the college is the Manager of the fund one senior Associate Professor is appointed as a Convener of the committee. The de-centralization may be witnessed in the constitution of the committee, which consists of 7 whole-time teachers, 2 of whom are representatives to the governing body, 1 office staff who is also a representative to the governing body, to assist the Principal.

When a full-time employee applies for Advance/Non-refundable withdrawals from his/her Provident fund account in the prescribed format, the committee meets promptly and after due consideration sanctions the amount. The advance is recovered from the subscriber in 24 equal monthly installments. Transparency is maintained regarding the deposit through regular annual financial audit of the fund, the last complete audit being in the financial year ’13-’14 while the audit for next two financial years i.e. ’14-’15and ’15-’16 are nearing completion. Moreover, the employees are given the statement of the P.F. account from time to time. The last statement provided was for the year 2013-'14.

At the time of retirement of a full-time employee, the committee acts with promptness and great sincerity so that the Provident Fund dues are made available to the retired employee at the time of superannuation. In the most recent instance of the spirit of co-operation, decentralization and participative management, the Provident Fund committee has worked efficiently to release the provident fund dues in the case of a retiring teacher in 2016.

 An Associate Professor, before the superannuation of her service tenure (dated 30 Sept.2016) in this college applied for the final settlement of her withdrawal to the Principal (dated 06 Sept.2016).In compliance with the policy of decentralization and participative management, Principal forwarded the application to the Provident-fund committee. Following this, the concerned committee unanimously confirmed her entitlement in a short time in a meeting (dated23 Sept.2016) and collectively resolved that her PF contribution will be released according to norms on 29 Sept. 2016.

**6.2 Strategy Development and Deployment**

 **6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**

**Response:**

Strategy: Digitize student records and Online Admission System.

Action Plan: Introduce Online Admission System for bringing transparency in Admission system.

To identify the requirements for the academic session. To select suitable online admission system provider through web tendering process. To implement the system and optimize its efficiency through real-time monitoring.

Process & Outcome of Implementation:

The college started its Online Admission system for 1st year students from the academic year 2015-2016

The process of Online Admission process starts every year after publication of Class 12th results of the West Bengal Council of Higher Education (WBCHSE).

The College has a separate Online Admission Committee, in addition with Academic Sub Committee to coordinate the admission process.

The Academic Sub Committee prepares the subject combinations, cut off marks as per the norms of West Bengal state University.

The same are placed to the Governing Body and the Finance Committee for Approval and after that the information is sent to the Online Admission Committee for implementation.

The Online Admission committee selects the Software provider after demonstration and finally implements the system.

After conducting the Online Admissions , feedback is shared to the vendor for improving / optimizing the system for future use.

The implemented Online Admission system ensures ready availability of data regarding the admission procedure, vacancy of seats, college regulations etc. to the prospective candidates. It also ensures greater clarity regarding the ongoing admission, as students are able to check the readily available data at the leisure of their home.

Prospective candidates, who are not computer literate, or face technical issues otherwise regarding the online procedure may avail the facility of a Help Desk operated by Coordinator of Admission committee, Dr. Tousif Ahmed, Assistant Professor in Bengali, during the college hours. This temporary Help Desk remains active during the entire period of admission. Furthermore, the teachers on duty during the admission also assist and guide those candidates in such a scenario.