

ASUTOSH COLLEGE
(Estd. 1916)
92, S.P. Mukherjee Road
Kolkata – 700026



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POLICY DOCUMENT
ON
Institutional Strategies for Mobilization of
Funds and Optimal Utilization of Resources



Asutosh College
92, S.P. Mukherjee Road, Kolkata – 700026

Asutosh College, a State Government-aided College of West Bengal, situated at the heart of the capital city of Kolkata allocates and utilizes the financial resources in a transparent manner. The college has defined institutional strategies and framed policies for upholding a defined process for the mobilization and utilization of funds.

Objective

The main objective of mobilization and utilization of financial resources is to take the college on the bench mark in tune with the best quality teaching and growth of the students. The college monitors the efficient and effective utilization of existing financial resources for infrastructure development to support the teaching-learning process

Generation of funds

The principal resources for generation of revenues include student fees and Grants-in-aid from the State Government as per budgetary allocations. However, the college also utilizes the funds for improvement of teaching and research avenues through following ways which include:

1. Funds from RUSA.
2. Research fund projects from DST, Governments of India and West Bengal.
3. UGC-research project funds
4. The Alumni, who also provide financial for various activities in the college.
5. Donations, memorial prizes and endowments from the staff members, alumni and guardians.
6. Funds generated from self-financing courses and professional courses (certificate courses) run by the College.
7. Interest on corpus fund and overhead charges from the research grants received from various government/non-government agencies

Utilization of funds to be ensured through:

1. Effective teaching-learning practices including workshops, interdisciplinary activities, seminars and conferences that ultimately ensure quality education for all the students of the college.
2. Organization of seminars, workshops, training programs, professional development and skill-enhancement programs for empowerment of teaching faculties and professional growth of non-teaching staffs to ensure overall development in the services towards the institute.
3. Development and maintenance of infrastructure of the departments.
4. Enhancement of facilities in the libraries through purchase of books, subscription to educational websites, e-books and e-journals.
5. Upgradation of the laboratories for the laboratory-based courses.
6. Development of central research facilities and purchase of equipment to promote research within college.
7. Sanctioning of travel grants to faculty to present research papers at or to attend National or International Conferences in India or abroad.
8. Seed money grants for promoting research.
9. Digitalization of both education and maintenance of accounts of the college through purchase of laptops, desktops, projectors and screens as well as software.

10. For annual maintenance charges/maintenance of equipment: Air-conditioners, electrical wiring and water-purifiers
11. Building renovation including renovation of classrooms, faculty rooms, laboratories, canteen and washrooms.
12. For installation of solar panels, waste management units and plantation of trees.
13. For daily operational and administrative expenses and maintenance of fixed assets.
14. Disbursal of salary to staff.
15. Social service activities: NSS and NCC.

Resource mobilization and utilization policy and procedure

An annual budget is prepared at the beginning of every academic year with a view to foster the growth and development of the college by an expert committee under the supervision of President, Principal and Governing Body. The heads include salaries, electricity, internet charges, recurring and nonrecurring expenses. The budget to be analysed, approved and sanctioned by the Finance Committee of the college. Finally, it is deployed on different Heads of Expenditures in compliance with approval. The account statement is certified annually by the Internal and External Audit Committee and an ISO committee.

The proposals regarding the requirements from individual departments are submitted to the central purchase committee after getting approval from the competent authority. The central purchase committee scrutinizes its weight, age, utility of the requirement and certifies the optimal utilization of funds before approval. For the purpose of purchase, competitive bidding and tendering process is followed to ensure optimum use of funds.

Concerned departments/ individual faculty members of the college to manage utilization of the research grants received from various funding agencies within the fixed time-period towards the completion of research work, publication and infrastructure development.

Signature and seal of Principal



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Sustainable Green Campus and Integrated Farming Policy

About

The main campus with the different accompanying Blocks of Asutosh College, located in the heart of the metropolis thrives on eco-friendly and sustainable practices of clean campus, campus beautification strategies, effective lab and e-waste management practices, environment- centric student activities, active eco-club and NSS, plantation drives and more.

The Second Campus of Asutosh College at Bhasa in the suburbs has an entirely different ambience. A tranquil world in itself, the campus stands amidst a lush green expanse, rich biodiversity-supported by a medicinal plant garden *Susrut* and a huge water body. Though the Campus is still in the process of being developed the administration has ensured that it truly develops into a Green Campus, based on sustainable techniques and approaches.

Objectives

- To integrate environmental concerns and commitments in all academic and administrative policies of the institution
- To manage all available resources sustainably without damage, misuse or overexploitation
- To reduce energy, water and resource consumption, reuse and recycle resources wherever possible with the ultimate target to conserve
- To involve all stakeholders in raising environmental awareness and practice of pro-environment activities for socio-economic uplift of the local communities
- To steadily progress towards e-governance by minimizing the use of paper as far as practicable
- To initiate and maintain a completely plastic-free and anti-smoking campus
- To regularly conduct green and energy audits for necessary and prompt action
- To collaborate with other academic institutions, industry and concerned government sectors in urban greening drives

Initiatives

- **Restricted Entry of Automobiles:** Improvement of air quality
- **Plastic Free and Anti Smoking Zone:** Attempts to strictly curb pollution and improve air, soil and water quality
- **Solar Street Light:** Energy conservation with curtailing of rising electricity bills and usage of clean alternative renewable energy source
- **Biogas Plant:** Waste to energy conversion
- **Rain Water Harvesting:** Water conservation based on sustainable resource management
- **Medicinal Plant Garden:** Susrut, the medicinal plant garden of Asutosh College is rich in biodiversity and serves the dual purposes of conservation and revenue generation.
- **Butterfly Garden:** Supporting natural pollination besides adding to faunal biodiversity
- **Green House:** Supporting plants to grow in controlled environmental conditions thus adding to floral diversity
- **Aquaculture Practices:** Multidisciplinary approach for agro-ecological sustainability providing necessary economic support
- **Integrated Organic Farming Practices:** Providing rural and suburban employment and sustainable livelihood for local communities

Outcome

- ✓ Students equipped in ‘Sustainability Education’ to handle major environmental concerns with pro-environment approach
- ✓ All members teaching and administrative focused on ‘Go-Green’ concept with emphasis on their immediate surroundings and inhabitants, protection and well-being at all levels
- ✓ Active participation and necessary action of all stakeholders to maintain the environment-development balance
- ✓ Integration of academia-industry-community to work towards environmental well-being

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POLICY DOCUMENT FOR SPARSHA

ABOUT SPARSHA:

Sparsha meaning ‘Touch’ is a truly unique endeavour. It was conceptualized in 2017, when the Asutosh College Retired Teachers’ Wellness and Well-being Committee was formed. This in itself was an outgrowth of an annual event, the Tea Club get-together which for decades had been held on the last working day of the year (24 December, but sometimes also 23 December). Professor Basanti Mukherjee of the department of Bengali had instituted this event in order to bring together current and former teachers – whether retired or serving in other institutions. A cultural programme, in which former teachers would sometimes participate, would be followed by a sit-down lunch, and that would bring the year to a close.

Functioning under the aegis of the Tea Club, *Sparsha* was conceived as a means of expanding our footprint. Many of our retired colleagues lived alone, their children settled in other cities, and it was then that a decision was taken to reach out to them throughout the year, with medical aid being made available to them from college as and when required.

This proved to be very helpful during the pandemic years that came soon after. The very different circumstances of the lockdown years brought home to us the realization that the human touch – *Sparsha* – was required even more in an age of technological advances and the resultant real-world isolation that became the fate of many people.

Post-lockdown, when the college resumed its normal functioning, the *Sparsha* committee took a conscious decision to expand the ambit of its activities to include students and current members of staff, teaching and non-teaching alike. An important decision was taken to connect with all faculty members on a day special to them – their birthday. Non-teaching members of staff have access to several medical and financial initiatives. Everyone has access to yoga sessions for de-stressing.

Our students, the future of society, have also been touched by *Sparsha*. They receive financial help when necessary and their academic achievements are recognised by the institution.

OBJECTIVES:

- 1) To maintain living links between different generations of teachers.
- 2) To strengthen the bonds between teachers and students.
- 3) To reach out to society by involving all our stakeholders- teachers, students, and non-teaching members.
- 4) To humanise the process of education in an age driven by technology.
- 5) To create institutional memory, something generally lacking in our country.

MODE OF FUNCTIONING:

- A) Retired and former teachers:

- 1) Their contact numbers are meticulously updated to the extent possible. In this way a complete overview of our retired colleagues is there at our fingertips.
- 2) Prior to the pandemic, the invitations were printed and hand-couriered. Nowadays phone calls are the norm.
- 3) Every effort is made to erase the passage of time. Former teachers are introduced to the new teachers, especially those teaching in their own departments.
- 4) Current teachers keep in touch with their retired seniors, providing them with support for medical check-ups and arranging for home delivery of essential medicines if required.
- 5) Retired teachers are paid home visits and their memories recorded and archived. Many of them have given us write-ups about their days in the institution. All these are now being prepared for publication.

B) Current members of faculty:

- 1) All birthdays, of teachers and non-teaching members alike, are celebrated with a customised card, a pen, and flowers.
- 2) Yoga sessions are conducted, not just on 21st June, but also on other dates. Although primarily meant for students, teachers are also invited to join and de-stress.

C) Students:

- 1) Academic achievers have various awards to motivate them further.
- 2) The economically weak get financial support, for instance, free provision of books to continue their academic journey.
- 3) The Tea Club has initiated a programme to felicitate and motivate economically weaker students.

OUTCOMES:

1. A reaffirmation of the enduring bond between all stakeholders -past, present, and future.
2. The creation of institutional memory through the collection of the individual memories of our retired, but not forgotten, colleagues.
3. The reaffirmation of human values: a reminder to students, teachers, and non-teaching members of staff that a very human touch ties them indissolubly together even in this age of mechanisation and digitisation.

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POLICY DOCUMENT
ON
Ecosystem for Innovations, Creation and
Transfer of knowledge



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Objective

Asutosh College aims to boost, encourage and foster the new generation students to cultivate innovative concepts in every sphere of education and research from the beginning of their careers. The college aims to develop as an epicentre of research and entrepreneurship, using the potential of the creative mind-set of the faculty and students, leading to the promotion of robust intra-departmental and inter-institutional partnerships with national and international stakeholders.

As a part of the stated purpose, the college has a Research Development Cell. This R& D cell comprised of expert members from different colleges and universities to manage the finance and infrastructure facilities for Research and Development, Research Policy Development, Collaboration and Community, IPR, Legal and Ethical Matters.

The research policy of the college aims to create and support a research culture among its teachers and students for enriching and enhancing the professional competence of the faculty members and promoting scientific temper research aptitude in students. The policy also aims at ensuring that the research activities of the college conform to all applicable rules and regulations as well as to the established standards and norms relating to the safe and ethical conduct of research. Research and Development Cell encourages the faculty members to initiate extramural research activities using the college infrastructure (Central BOOST and Departmental facilities) as well as of the collaborating institute.

This policy shall apply to all engaged in research and for this policy 'researchers' are defined to include: all members of the permanent staff, who are active in teaching, research, administration and providing of any form of support to the core functions of the college. This will also include all students registered with the college. As two departments are already running university-affiliated PhD programmes, the authority inspires other faculty members to take up PhD programs as well.

This policy shall apply to all research and research-related activities of the college including:

1. Basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems;
2. Scholarly activities intended to expand knowledge boundaries through analysis, synthesis and interpretation of ideas;
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as the writing of textbooks, chapters of textbooks, monographs, developing/updating curriculum, etc.;
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge leading to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it;
6. Publication, presentation and communication of the research outcomes and related activities.
7. Establish specific research units / centres;

8. Organise workshops/ training programmes / sensitization programmes by the institution to promote a research culture on campus;
9. Approach national and international organizations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF etc. to fund major and minor research projects undertaken by the faculty/ students;
10. Invite industry to use the research facilities of the college and sponsor research projects;
11. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research;
12. Facilitate inter-departmental / inter-disciplinary research projects;
13. Promote curriculum-oriented research projects;
14. For intramural research, the Committee will decide specific research themes every year and will invite research proposals from the members of the teaching staff. The committee will receive proposals and will evaluate the proposals through external experts of relevant subjects and will submit, to the college authority, recommendations for funding.
15. Create an incentive policy for the faculty who receives state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies;
16. Encourage researchers to publish research articles in reputed journals;
17. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc. for time-to-time submission in various funding and accreditation agencies;
18. Promote consultancy services to industries / Government / Non-Government organizations/ community;
19. Set clear guidelines for Grant of Research related leave.
20. Promotion of research seed grant to the faculty and disbursement of funds for the project.

Innovative Research Ecosystem

The following are part of the Innovative Research Ecosystem:

(1) Institute Research Seed Grant for faculty

(2) AQUACULTURE AND INTEGRATED FARMING PROJECT

Objectives:

- To represent it as a model to the students of Fisheries Science.
 - To generate revenue for the college by optimum utilization of resources.
 - To augment aquaculture production.
 - To increase the Agricultural production from small land holding.
 - To maintain the pond bank clean and stable through the cultivation of agricultural crops throughout the year.
 - To utilise the vegetable crops produced throughout the year for the Hostel students, which are provided to the students at subsidised rate.
 - To obtain eggs from the duck to be utilised for Hostel students.
 - To earn revenue from selling fish.
 - To cultivate several varieties of winter vegetables and summer vegetables
 - to increase yield of different components in terms of per unit area or per unit of cost involved with it.
 - To reduce cost of cultivation/maintenance as well as enhancing soil fertility for sustainable production, leads a higher BC ratio by managing waste of by-products and full utilization of investment by utilising each other by-product as a raw material of other components
 - To link different components that act as organic supplementary through effective utilization of available resources and provides an opportunity to regain potentiality of production on long-term effects.
 - To provide enough scope to employ family labour round the year. By combining different enterprises would increase the labour requirement significantly and would help in reducing the problems of underemployment to a great extent.
 - To develop allied agro-industries.
 - To provide good scope to use inputs in different components greater efficiency and benefit-cost ratio.
- (3) **Collaborative Multidisciplinary Research:** Collaborative research is a crucial space for facilitating mutual knowledge transfer and expertise sharing. The College promotes inter-departmental collaboration as well as collaborative activities with various national and international research institutes. The college regularly signs MoUs with reputed research institutes, colleges, universities and industries to develop collaborations in

research projects and transfer of knowledge through teaching. The incubators and collaborators include a total of 32 colleges, institutes, universities and industries at present. A project proposal preparation committee of 12 members is created to evaluate the projects in collaboration with other institutes/bodies

(4) Publication Cell: The policy of the publication cell is to facilitate all publications by the college including annual prospectus.

(5) Asutosh-PIBM Skill Centre-Coordination Committee: For continuous development of students as well as faculty, the skill centre is dedicated towards joint efforts of two institutions for training of students on different topics.

Objectives: The skill centre has the potential of fulfilling the academic and professional needs of the students and teachers alike. The primary objectives are:

1. Holding student development programs, where the students will be awarded participation certificates after successful completion of the program.
2. Holding faculty development programs meant for domain specific needs and/or holistic needs of the faculties
3. Holding the National employability skills test and subsequently being offered a place opportunity (subject to attainment of benchmark score).

(6) Job-orientation and skill development programmes

(7) Placement Cell

Objectives:

1. To shape a bright future for the students
2. To create awareness among students regarding available career options and help them in identifying career objectives.
3. To provide employment information as well as information on various courses of higher studies in India and abroad.
4. To identify suitable potential employers and help them achieve their hiring goals.
5. To act as a bridge between students, alumni and employers.
6. To assist our students in obtaining final placement in reputed companies.
7. To organize campus recruitment for the students with industries and business houses of repute from all over India.

The placement cell helps to motivate and expose the students to various opportunities in their respective fields through Organizing workshops that provide insights on relevant topics to the students by holding training sessions on building aptitude, logical reasoning, qualitative and quantitative skills, organizing seminars to strengthen the communication skills of the students such that they can face the bigger world with confidence, conducting mock interviews for students so as to make them interview ready, organizing industrial for the students to give them an exposure to the professional work space.

Creation and Transfer of knowledge

To manifest the creation and transfer of knowledge between individual departments, institutes and society, the college has developed policies as follows:

Formulation of consultancy cell: To utilize the knowledge of its rich faculty base to provide consultancy services to different academic institutions, corporate bodies, ventures and businesses, organizations, NGOs.

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Administrative reforms towards electronic and eco-friendly governance

CONCEPT

Good governance is synonymous with being able to address challenges and needs of the situation. Technology is a great boon to management since it can help streamline governance systems and maintain a good and healthy environment for all stakeholders. The E-governance policy of an institution is for the purpose of enhancing the system of governance for the development of an institution in the current digital age of new and advanced technologies. Blended mode in teaching-learning, evaluation using LMS, webinars, online admission, dynamic website, online redressal of grievances, functional Google classrooms and faculty webpage, online data management and maintenance are all functional in our institution.

SCOPE

Scope of the policy encompasses the following domains

- General administration
- Accounts and Finance
- Student admission
- Examination
- Library
- ICT infrastructure
- E-Waste Management

OBJECTIVES OF THE POLICY

- To streamline administrative processes, enhance transparency, and improve overall efficiency through the effective use of technology.
- To streamline financial processes, reduce manual errors, and enhance financial transparency.
- To simplify and expedite the admission process, making it more accessible to applicants and efficient for the college.
- To conduct fair and transparent examinations using technology to prevent malpractices.
- To modernize the library system, making resources more accessible and promoting digital literacy.
- To maintain a robust and secure ICT infrastructure that supports the college's e-governance initiatives.
- To responsibly manage electronic waste generated by the college's IT systems.

ELEMENTS OF THE POLICY

GENERAL ADMINISTRATION

- All administrative documents, including memos, circulars, and official communication, will be maintained digitally.
- Critical decisions and policies will be discussed and communicated through a dedicated e-platform to ensure all stakeholders are informed and involved. This platform will facilitate collaborative decision-making among the college administration.
- ERP solution is actively operative
- The college will employ an integrated communication system to disseminate information promptly. Emails, SMS, and official social media channels will be utilized for effective communication.
- To useful apps, one for faculty (Asutosh College faculty app) and another for students (Asutosh College student app) enable smooth yet economic handling of all administrative and academic procedures
- The college website shall be fully updated to provide timely information to all

ACCOUNTS AND FINANCE

- Implement a secure online payment system for tuition fees, hostel fees, and other charges. This will facilitate convenient and timely payments by students and parents.
- Utilize accounting software to maintain accurate financial records. Regular financial reports will be generated and made available to relevant stakeholders through a secure portal.
- Training to the existing staff and updation of the existing software must be done regularly.
- Payments to be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

STUDENT ADMISSION

- Implement an online application system to allow prospective students to submit their applications electronically. This system will include secure payment gateways for application fees.
- Number of students applying to each course, withdrawals, fee submission, all to be managed through a dedicated Portal

EXAMINATION

- Implement an online examination system for objective and subjective internal assessments. This system will include measures to ensure the integrity and security of the examination process.
- The external Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

LIBRARY

- Implement a digital library system to manage resources efficiently. This system will include features such as online cataloging, e-books, and a user-friendly interface.
- Provide students and faculty with remote access to library resources, allowing them to browse and borrow materials digitally.

ICT INFRASTRUCTURE

- Implement robust cybersecurity measures to protect the college's network infrastructure and sensitive data.
- Ensure regular maintenance and upgrades of hardware and software systems to keep the ICT infrastructure up-to-date and running smoothly.
- ensure that college has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

E-WASTE MANAGEMENT

- Establish guidelines for the proper disposal of electronic waste, ensuring compliance with environmental regulations.

This E-Governance Policy Document is subject to periodic review and updates in alignment with advancements in technology and changes in the college's operational requirements.

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POLICY DOCUMENT

ON

ACADEMIA-INDUSTRIAL LINKAGE



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Objective:

Asutosh College believes in promoting a strong and viable link between higher institutes and industry, since such links can be mutually beneficial and promote the contribution of academia towards development and growth of a country and society. The collaboration between Industry and Academia allows the students to get employment as soon as they graduate. The Academia-Industry linkage

- Ensures that students gain familiarity with industry and corporate requirements. This type of linkage helps the students to imbibe important skills that are crucial for work in industry and be job-ready from the first day of employment;
- Helps the transition of a student from an educational environment to the industrial/corporate environment;
- Helps in the better understanding of the industry needs that can be further fulfilled by academia;
- Helps build up skilled workforce from among students and orient them towards industry-related jobs.
- Helps generate job prospects for students in industrial and research-development sectors.

Stakeholders: Industries, students and faculty.

Best Practices:

- 1) Effective learning through development of a skill-based curriculum in-sync with industry needs.
- 2) MoU with Industry to foster the collaborative research and transfer of knowledge and skills from industry to the college.
- 3) Student internship: knowledge transfer is a manifestation of Internship. Students gain work experience and job opportunities in industry.
- 4) Training programmes of faculty by experts from industry.
- 5) Mentorship curricula in which each student is assigned a mentor from Academia and a mentor from Industry

- 6) Organization of seminar/conference, workshops in collaboration with manufacturing industries, including pharmaceutical companies, drug and chemical industries, to promote and widen the perspectives of student, realize their potential and encourage them to join Industry.
- 7) Campus Job Placement Programmes: Arrangement of placement meetings and Job fairs.
- 8) Implementation of Vocational Training Courses.
- 9) Creating laboratories sponsored by industry on the campus for skill enhancement and entrepreneurship skills development of students.
- 10) In-house Entrepreneurship programmes. Experienced business advisors from Industry work with faculty and students and help in commercializing their research.
- 11) Career-counselling Programs
- 12) Arrangement of field-tours and visit to industries for the students.
- 13) Multidisciplinary research centres with industry buy-in. Establishing and promoting centres or institutes that have a mandate to perform collaborative research with industry and cut across two or more academic disciplines.
- 14) Regular monitoring and enlightening the students with the vacancies and job opportunities and make them aware about the advertisements in their respective fields to ease out the process of application and interviews.
- 15) Providing Consultancy services.

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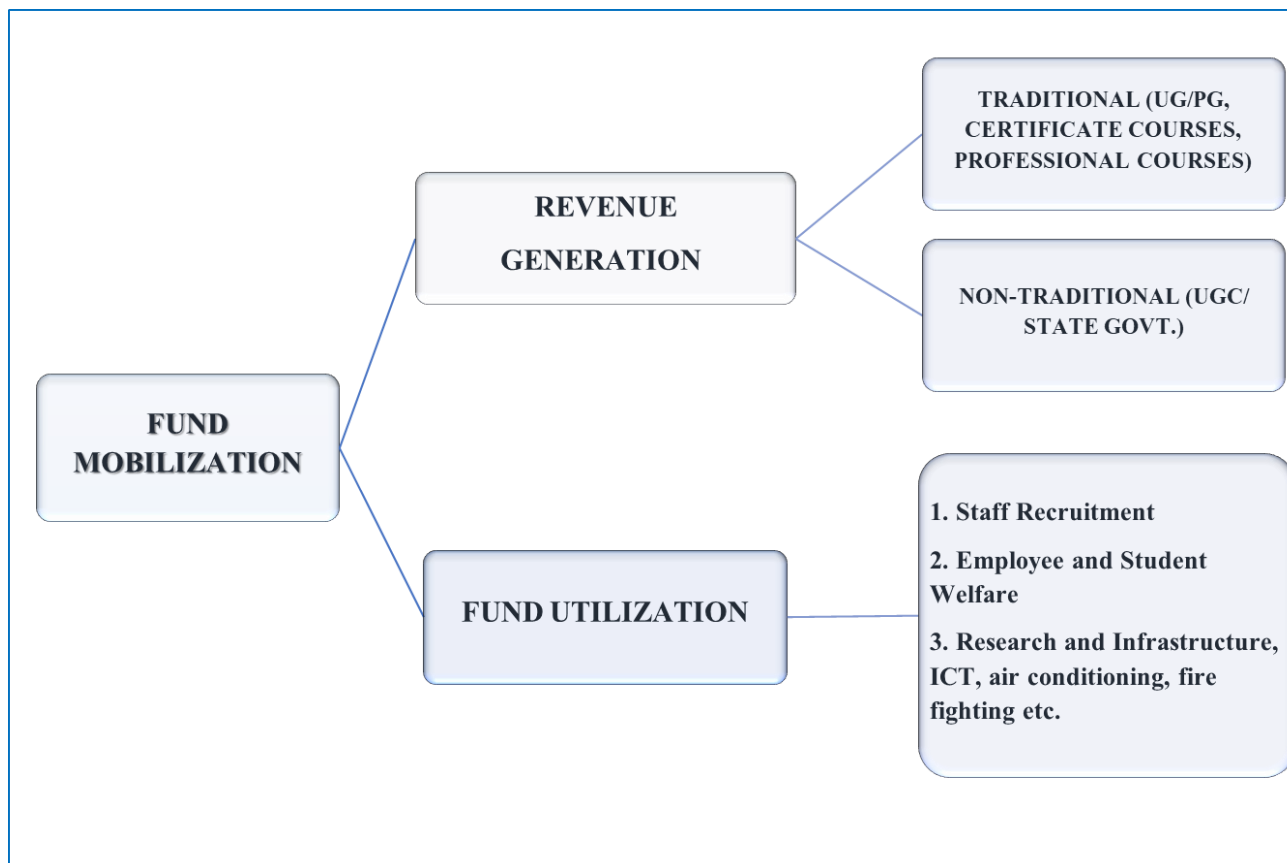
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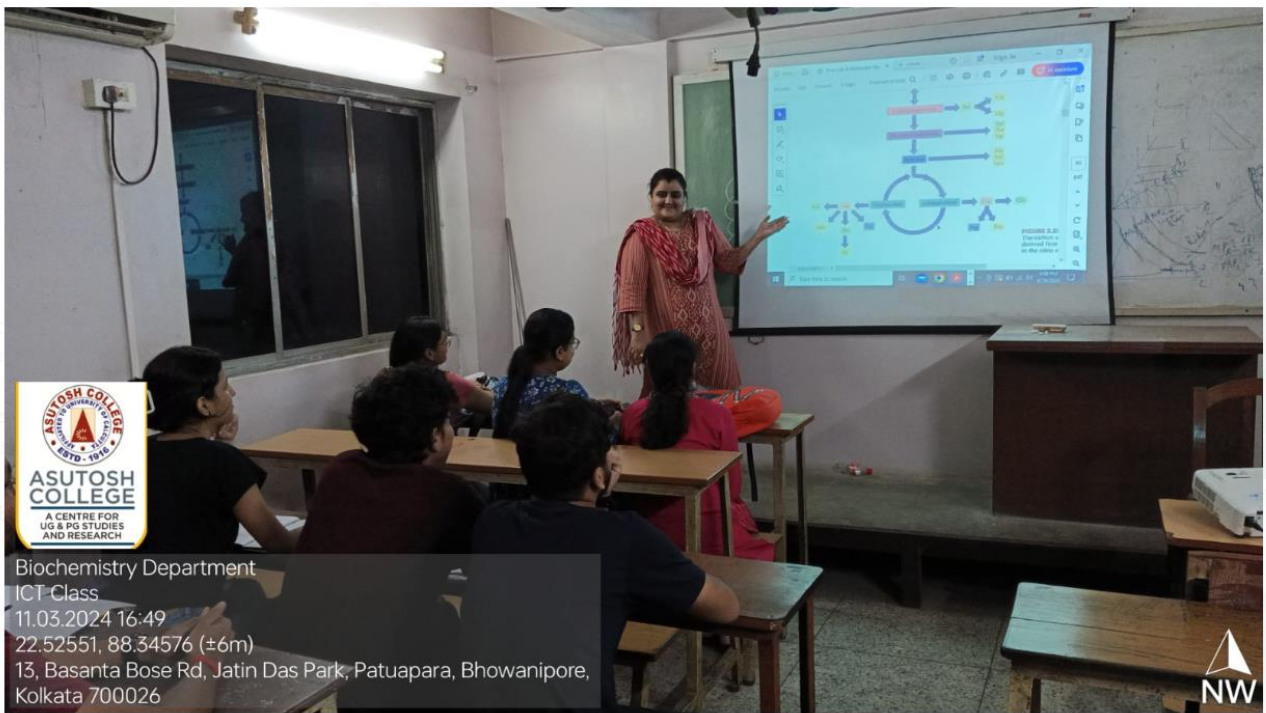


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6.4.3 – MOBILIZATION OF FUNDS



ICT classroom:



Links:

<https://asutoshcollege.in/new-web/professional-course.html> (Professional Course)

<https://asutoshcollege.in/new-web/purchase-committee-for-procurement-of-chemicals-and-equipments.html> (Purchase committee)

<https://asutoshcollege.in/new-web/award-committee.html> (Award Committee, student welfare)

<https://asutoshcollege.in/new-web/sparsha-committee.html> (Sparsha committee, Faculty welfare)

<https://asutoshcollege.in/new-web/building-renovation-committee.html> (Building renovation)

<https://asutoshcollege.in/new-web/projects-plants.html> (Projects & Plants)

<https://asutoshcollege.in/new-web/central-library-development-committee.html> (Library development)

<https://asutoshcollege.in/new-web/publication-cell.html> (Journal Publication)



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