
POLICY DOCUMENT



IDENTIFICATION, IMPLEMENTATION, INSTITUTIONALIZATION, INTERNALIZATION & DISSEMINATION OF BEST PRACTICES

**Internal Quality Assurance Cell
Iswar Chandra Vidyasagar College
Belonia, Tripura**

2014



INTERNAL QUALITY ASSURANCE CELL
ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

TITLE

**IDENTIFICATION, IMPLEMENTATION,
INSTITUTIONALIZATION,
INTERNALIZATION & DISSEMINATION
OF BEST PRACTICES**

**DEPARTMENT RESPONSIBLE
FOR THE DRAFTING,
REVIEWING & ENFORCEMENT**

**IQAC, ISWAR CHANDRA VIDYASAGAR
COLLEGE, BELONIA**

EFFECTIVE DATE OF POLICY

03.03.2014

POLICY NUMBER

F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

DATE OF APPROVAL

28.02.2014

**IDENTITY OF APPROVING
AUTHORITY**

PRINCIPAL, ICV COLLEGE, BELONIA

**WHETHER IT REPLACES OR
MODIFIES AN EXISTING
POLICY**

NO

**NUMBER OF PAGES INCLUSIVE
IN THE DOCUMENT**

07


Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.


Coordinator IQAC, ICV College,
Belonia, South Tripura



INTERNAL QUALITY ASSURANCE CELL ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

BACKGROUND

Best Practices or so to say the endeavours that augment worthy value to an institution and its various stakeholders, are considered as reliable yardsticks or standards of excellence. The finest institutes are those which extensively use them. To put it contrarily, institutional quality in higher education is the cumulative of the best practices followed in different expanses of institutional performance (Anonymous, 2005).

NAAC uses the best practice benchmarking in the form of criterion statements to assess the level of performance of higher education institutions. By using a consistent approach and identifying processes which are generic and relevant, irrespective of the organization and how it is structured, it becomes possible to benchmark across sectoral boundaries (e.g., geography, size *etc.*). The overall purpose and intent of the Best Practices benchmarking can be summarized as the:

- ❖ development of an understanding of the fundamentals that lead to success,
- ❖ focus on continuous improvement efforts, and
- ❖ management of the overall change process to close the gap between an existing practice of the institution and that of the best-in-class institutions with reference to the most relevant key performance variables (Anonymous, 2005).

PURPOSE

Iswar Chandra Vidyasagar College (formerly Belonia College) is one of the oldest colleges amongst the 22 General Degree Colleges of Tripura and is located in the South Tripura District of Tripura with a distance of about 90 kilometres from Agartala, the capital of Tripura. Since its inception (1964), this College has been in the fore-front among the colleges in advancement of education and other curricular activities.


Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.


Coordinator IQAC, ICV College,
Belonia, South Tripura



INTERNAL QUALITY ASSURANCE CELL ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

This year (2014), NAAC accredited this College with B Grade in its 2nd cycle of Assessment. The preparation process for the 3rd cycle of NAAC Assessment scheduled for the year 2019 thus began with the framing of few Policy Documents with defined Timeline Action Plans for a period of 10 (ten) years (2014-2023). For Best Practices, Timeline Action Plan has been drawn to Identify, Implement and Institutionalize few value-based practices that could augment worthy value to our College and further improve the standards of excellence. However, the purpose behind the Selection of Best Practices revolved around the following:

1. To create an environment that could increase academic, social and emotional success: an environment of strong College connectedness.
2. To meet individual students' needs and to provide active learning opportunities for students to internalize learning.
3. To ensure that the approaches so followed lead to positive changes in student attitudes or academic behaviours.
4. To ensure that the resources available are used in a sustainable manner for creating a congenial academic atmosphere.

SCOPE

The stakeholders of this Policy include the teaching and non-teaching fraternity, the students, the Alumnis, the adjacent neighbourhood and all those having a through or ancillary compartment with the functioning and well-being of the existing College campus.


Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.


Coordinator IQAC, ICV College,
Belonia, South Tripura



INTERNAL QUALITY ASSURANCE CELL ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

EXTENT

This Policy Document intends to ensure the College follows a systematic approach throughout the period of upcoming 10 (ten) years' time (2014-2023) in identifying,

implementing, institutionalizing and disseminating the Best Practices endeavours in the College campus.

DEFINITIONS

'Alumni' means the former or the pass-out students of the College.

'College' means Iswar Chandra Vidyasagar College, Belonia.

'Stakeholders' means those who are directly or indirectly involved with the functioning of the College.

'Policy Statement' means the guiding principles or the set of rules framed to achieve the organization's objectives.

POLICY STATEMENTS

The Policy Statement on Best Practices reflects the strategic goals of our College, the target participants *vis-à-vis* a description of the general Guiding Principles or Actions that could lead to those achievements.


Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.


Coordinator IQAC, ICV College,
Belonia, South Tripura



INTERNAL QUALITY ASSURANCE CELL ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

Sl. No.	Strategic Goal	Target Participants	Planned Actions	Responsibility/ Action By	Time line
1	Environmental Consciousness	All College Students, Alumni, Teaching & Non-teaching fraternity, NCC & NSS volunteers	<ul style="list-style-type: none"> ✓ Promote Plantation Efforts; ✓ Conservation of the existing green resources; ✓ Green movement against deforestation; ✓ Promotion on the use of eco-friendly products; ✓ Carpet ban on non-biodegradable products; ✓ Green auditing 	IQAC, ICV College	Continuous process
2	Improvement in Education Quality	All College Students, Alumni, Teaching & Non-teaching fraternity	<ul style="list-style-type: none"> ✓ Promoting the application of ICT tools in learning; ✓ Development of e-resources for informal accessibility ✓ Promotion of value-based education and developing the sense of social responsibility ✓ Conducting regular meetings with all the stakeholders for improvement in teaching-learning quality 	IQAC, ICV College	Continuous process

PROCEDURES

It is noteworthy to indicate that a sparkling and vigorous environment supports effective learning and provides a conducive learning environment. Iswar Chandra Vidyasagar College is as such fortunate to be blessed with lush green campus with gardens, lawns, flowers, shrubs and age-old trees. Until now, no planned actions are in place for sustaining this green cover of the College campus.

Moreover, to attain the aforesaid Strategic Goals, this Policy Document proposes the College to plan its Academic Calendar in such a manner that the planned actions are been executed by the stakeholders at the ground level in an operative manner.


Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.


Coordinator IQAC, ICV College,
Belonia, South Tripura



INTERNAL QUALITY ASSURANCE CELL
ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

Extension activities could be one such component forming an essential aspect of complete education, that emphasizes community services and inculcates values and commitment to society. However, a need was thus sensed to frame some concrete Actions with follow-up Procedures, the details of which follows herein:

Sl. No.	Planned Actions	Procedures/Way Out
1	Boost Plantation Programmes	<ul style="list-style-type: none"> ❖ Observance of World Environment Day on 5th June; ❖ Observance of Van Mahotsav Week during June-August of every year.
2	Conservation of Green Resources	<ul style="list-style-type: none"> ❖ Regular monitoring and tagging of the rare and indigenous species of herbs, plants and trees lying within the College campus.
3	Promoting Green Movement	<ul style="list-style-type: none"> ❖ Mass awareness through frequent rallies, workshops etc. on the ill-effects of deforestation.
4	Promoting Usage of Eco-friendly products	<ul style="list-style-type: none"> ❖ Mass awareness through frequent rallies, workshops etc. on use of eco-friendly products <i>in lieu</i> of the existing non-biodegradable products. ❖ Campaign against use of Polybag and distribution of eco-friendly paper bags
5	Promoting Application of ICT Tools	<ul style="list-style-type: none"> ❖ Conduction of frequent Workshops round the year to acquaint the staffs and students on the effective use of ICT tools
6	Development of e-resources	<ul style="list-style-type: none"> ❖ Conduction of Workshops with all the stakeholders for creation of databank of learning resources
7	Promoting value-based education	<ul style="list-style-type: none"> ❖ Conduction of Workshops to promote value-based education
8	Frequent coordination with the stakeholders	<ul style="list-style-type: none"> ❖ Conduction of regular meetings with the parents, guardians, Alumni and the other stakeholders for improvement in teaching-learning quality.


Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.


Coordinator IQAC, ICV College,
Belonia, South Tripura



INTERNAL QUALITY ASSURANCE CELL
ISWAR CHANDRA VIDYASAGAR COLLEGE

Belonia, South Tripura District, Tripura -799155, India

Web: www.icvcollege.edu.in; Email: icvciqac@gmail.com; beloniacollege@gmail.com

Tel. no.: 03823295250/03823222262; Fax No.: 03823222262

College Established in 22nd May 1964 and Affiliated to Tripura University (Central)

Recognized under Section 2(f) and 12(B) of UGC with 2nd Cycle Accreditation and Assessment by NAAC as Grade 'B'

Policy No. F.(1)/ICVC/IQAC/ACAD/IBP/2014/01

REFERENCES

Anonymous, 2005. Best Practices in Higher Education for Quality Management, NAAC, Bangalore.

Principal
Iswar Chandra Vidyasagar College
Belonia, South Tripura.

Coordinator IQAC, ICV College,
Belonia, South Tripura