Distinctiveness of Institution in One Area

Raja Birendra Chandra College – "Going Green, Going Paperless"

Raja Birendra Chandra College has travelled a long way since its establishment in 1965. Over the years the College has undertaken many initiatives to help the students and cope with the changing academic environment. At present, the College has decided to go paperless. This is the institutional distinctiveness of the college.

The journey to go paperless began in 2014 when the process of admission was made partially paperless. This initiative was taken forward in the following years. Now, the process of admission is completely online. The process was speeded up during the pandemic years. E-prospectus was launched. The students fill up form and submit through online. The process of fee collection is also online. Once the verification of mark sheets are done, whatsapp groups are opened by the respective departments. Notices are uploaded on the website and shared by teachers in these message groups. All important dates, notifications etc are shared in this method. This has taken the college a long way towards achieving paperless administration. The students fill out registration forms of the University, print out Admit cards and come to know about examination routines and results from the University website.

Other aspects have also been made paperless for the students. There are grievance portal in the college website. Complaint numbers to report cases of ragging, sexual harassments etc are displayed on the website and in the campus. Students also submit feedback about the college and teachers through feedback software. However, perhaps the most helpful aspect of going paperless, for the students, has been the use of the Learning Management software (LMS). Students can follow teaching plan and can access study materials easily. It has proven to be a very effective teaching tool.

Teachers have been encouraged to use ICT tools for teaching. This was not an easy transformation. But now, teachers regularly use power point presentations, videos and images in the ICT classroom to demonstrate their classes. Students have slowly become accustomed to using e resources for their studies.

Biometric attendance of teachers has also been installed. Though attendance registers are maintained, it will slowly be phased out by the biometric system.

Raja Birendra Chandra College is located in a semi urban area where transport facilities are not well developed. Students find it difficult to travel home if the college continues for too long. But today, the paperless initiative has helped to opt for online classes. With this end in view, value added courses have been introduced in the college beyond the college hours. Students can now learn a variety of topics with the help of online classes. Assessments of these classes are done online and certificates are distributed through email.

Library has been automated, thus adding to the distinctiveness. Students can look up reference books with the help of the KOHA-OPAC System. Circulation system is also automated. The KOHA system is used to enable students and teachers to borrow books for home. The library is enabled with LAN and wi-fi system so that students can use the computers in the browsing area to look up additional information. The library has also taken membership of N-List. Students and teachers can access a vast number of e books and e journals. The OER system enables the users to access a number of e resources.

Examination is another area where College is slowly going paperless. The PO CO software outlines the expected Program outcome and course outcomes. Teachers assess the students to understand how far these outcomes have been achieved. Setting of question papers and answering questions are carried out in the offline mode. Once the evaluations are made, the teachers have to upload the marks in the University portal. The offline system of preparing award lists and submitting marks have been completely done away with. Once the final University results are published, the marks are uploaded in the software. Hence, students undergo both subjective and objective assessments.

Paperless system is also used to distribute the scholarships among the students. Application and disbursement of Kanyashree, Aikyashree, Swami Vivekananda merit-cum-means scholarship etc are all managed online.

In addition to admission, scholarship, teaching-learning, library and examination, other administrative activities have also gone partially paperless. Salaries of teaching and non teaching staff are disbursed through WBIFMS. Taxes of the employees are also deducted through this system.

Feedback is one of the most necessary elements of success. The College uses software to collect feedback from students, teachers, alumni and other stakeholders. These feedback are analyzed are action taken are discussed in the meetings of the Governing Body.

Teachers are the real resources of an academic institution. Raja Birendra Chandra College has adopted 360° teacher appraisal system. This software helps to obtain a quick snapshot of the teacher profile and also help to form a thorough assessment of the teaching staff.

The financial aspect of the college is the last element to go paperless. The College has recently bought the Tally software. Though the entire system has not yet been converted, intense efforts are under way to update the system, so that the entire financial activities of the college are made paperless. Selected office staffs are undergoing training to utilize the new system of bookkeeping.

Information technology and its application is the future of India. It is set to play a great role in the spread of education in rural India. Raja Birendra Chandra College is set in a suburban town. The internet connectivity of the area is not so good. The infrastructure is still in the process of development. In spite of this, the College has gone a long way towards achieving paperless teaching and administration. It is justly proud to have achieved this much in a backward setting. The College looks forward to going completely paperless within the next five years. It needs to update its IT facilities significantly and this is now its thrust area of development.