

## BEST PRACTICE – 1

1. Title of the Practice: **Fully Online Students' Admission Procedure of the institution**

## 2. The Objective:

Advancement of learning by providing equal access to quality education to all students irrespective of financial , cultural , gender or ethnic identity.

## 3. The Context:

Transparent, merit-based admission procedure is adopted by the college to avoid requests relating to admission from various quarters that create pressure to the admission procedure.

## 4. The Practice:

Admission of the students in this institution is made strictly on the basis of merit according to the availability of seats and fulfillment of certain legal formalities like reservation of seats for the S.C., S.T., OBC, Physically Challenged candidates as per Govt. Rules.

Starting from announcement of admission notice till the publication of merit list and generation of the Admission Form and Bank Challan for the selected candidates, the entire process is performed online.

The college has adopted a decentralized fees collection system to avoid harassment of students.

## 5. Evidence of Success:

The admission process has become fully free of any pressure, transparent and efficient.

Fulfillment of admission criteria for admission to various streams has become error-free.

It has become easier for the college office to maintain and retrieve students' records that helps further in the registration process.

## 6. Problems Encountered and Resources :

Since the process is dependent on third party software operator, occasionally, the college faces the problem of communication gaps or time management.

As the fees collection system is yet to be made fully online, the college faces the problem of a time gap in getting the data from the bank.

Close coordination among the college office, software operator and concerned bank is required for smooth and effective management of the admission process.

**BEST PRACTICE – 2**

**1. Title of the Practice: Computer literacy program for all students at token cost.**

**2. The Objective:**

The noble objective of the program is to spread computer literacy among the students of the college, as most of them are first generation learners.

**3. The Context:**

The locality of Beldanga has an enormous population of economically backward and illiterate peasants and labourers together with few educated middle class people. Most of the students who come to this institution for acquiring their higher education degree are first generation learners. Being economically backward, these students are not well equipped with the modern technological knowledge. For making all students capable enough to cope up with the modern technological system, the institution has set up its own Computer Training Centre with a noble objective of providing computer literacy opportunity to its all students at a token cost.

**4. The Practice:**

Under this program, basic computer literacy courses are taught at minimum fees structure along with some advanced computer courses. After successful completion, certificate of participation and completion of the course is issued to students for their future career advancement purposes.

**5. Evidence of Success:**

The college has become a popular and reputed centre for undergraduate studies in the city.

The demand for taking admission to the college is increasing over the years.

**6. Problems Encountered and Resources Required:**

Following problems have been faced by the institution for implementing above program :

1. Inadequate funds;
2. Apathy of reputed computer training agencies to extend hands of cooperation;
3. Discouragement of students from the part of outside training centres;
4. Lack of qualified faculties in the locality.
5. Lack of skilled non-teaching staff.