

BEST PRACTICES 2015-16

➤ TITLE OF THE PRACTICE

➤ DIGITALIZATION OF ADMINISTRATIVE PROCEDURE.

- **OBJECTIVE OF THE PRACTICE:**-Other than academic activities it is the responsibility of the college to inculcate some good habits among the students to make them responsible and accountable citizens.
- **THE CONTEXT:** - Various initiatives like digitalization of result, digital admission process and use of IT in administration helps a remarkable job in the progress of the college. Usage of appropriate IT could improve the overall environment and operational efficiency of this institute by performing the functions such as administration of student data, personal records maintenance, payroll and financial accounting. Beside this a typical report by payroll system i.e. preparation of pay slips of employees, pension payment record of retired employees income tax reports has been prepared easily. College maintains financial grants such as RUSA grants, PTA, HEIS and maintains records of employees PF. Major application of IT which have direct impact on students are course schedules, attendance and academic performance.
- **THE PRACTICE:** - The process of course schedule of college starts with announcement of student registration and ends with the announcements of examination result. Once the admission process is completed, college administration needs to maintain time table, work load, Mid Term examination and final examination. Similarly, the teachers have to be assigned the individual classes and subjects that they should cover. Computerization of student attendance data will help to monitor student's grades, results and fees.

➤ 2. TITLE OF THE PRACTICE

➤ ACADEMIC HELP TO NEEDY STUDENTS.

- **OBJECTIVE OF THE PRACTICE:**-Our college is the one of the renowned government college in this area and maximum students belong to poor families approach to this college. Because of poor background of students, they cannot afford the expenses of books. For this reason, academic help to poor and needy students provided by the college through book banks (Rete library).
- **THE CONTEXT:** - Beside this all the departments in this college maintain such a small book bank so that they can do needful help to needy students.