<div align="center">**Best Practice #1**</div>

Title of the Practice: Augmentation of Information Communication Technology Enabled Services in the College

The context that required the initiation of the practice: The establishment of browsing centers and provision of PCs and other related IT gadgets to all the sections and departments was necessitated by ever growing demand of the teaching and non teaching faculty and a clamor to that end by the ever inquisitive and tech savvy students. The ICT services were also upgraded in keeping with the demands of curriculum and to enable the faculty to involve themselves in research and other academic activity and to use the improved and enhanced human resource for the development of the college and wider community.

The College has taken a lead in developing the ICT infrastructure on the campus for the benefit of the staff as well as students. The process to augment the ICT was started with establishment of browsing centers in the Science Block and Library Block. The college library automation and digitization was kick started with the shifting of the library to its new location within the campus. The college can boast of having one of the finest infrastructures as far the IT enabled services are concerned. All the Department chambers, all establishments-admission and examination sections stand connected and equipped with IT services.

Objectives of the practice:

1. To upgrade and augment the ICT as an alternative and complimentary mode of work and instruction.
2. To use the IT as an enabling technology for easier and alternative mode of outreach to students.
3. To speed up the office work in various sections and departments of the college.

4. To digitize admission, examination and library for better, efficient and effective services and student support.

The practice:

In the first phase of creating ICT infrastructure in the college, the college administration sought financial help from the authorities and received generous funding enabling the former to embark on an ambitious project of digitizing the library, the admission records, and examination process. Having completed the initial work, work on establishing internet browsing centers for students was started and completed on time. Currently the college has a large browsing center with a capacity of 40 computers while one more browsing centre is in the final stage of completion. In addition to this, all the departmental chambers are equipped with PCs, Laptops, multipurpose printers etc.

Obstacles faced if any: NA

Impact of the practice:

The ICT upgradation has phenomenally changed the way the college functions. Besides giving the students an opportunity to equip themselves with necessary skills, it has helped the teaching faculty to discharge their official duties even when the college remained closed owing to unfavorable political conditions. The digitization of college library has enhanced and enriched student support services and lending of books, journals has eased with increase in the student footfall in the library. The research work carried out by the teachers has improved due to access to tens of hundreds of journals.

Resources required: funds are needed for the constant upkeep and upgrade of the equipment. Moreover, IT skilled technicians on full time basis need to be hired.

<p align="center">**Best Practice #2**</p>

Title of the Practice: Automation of the Admission Section

The context that required the initiation of the practice: Admission section being the gateway to the college, was long awaiting its automation so that students are helped and the record keeping, retrieval thereof became easy and foolproof. Earlier a lot of stationary was used for record keeping and retrieval of the same required a lot of labor, men and hours putting both the staff and students under a lot of avoidable stress.

Objectives:

1. To do away with the long and cumbersome practice of recording data of students which was difficult to access when needed.
2. To help the concerned section lessen the consumption of heaps of stationary for record keeping etc.
3. To make the student related data easily accessible to the students.

The Practice:

A number of computers and record keeping devices were requisitioned and necessary training was provided to the staff to handle the same. The admissions for various semesters are done using online mode. The students who were admitted to the college were required to submit their testimonials later on. Later on major portion of the old records were digitized.

Obstacles faced:

Unskilled staff and lack of necessary equipment.

Impact of the practice:

The digitization or automation of the admission process has helped the college a great deal in resolving admission related issues of the students. With real time access to their academic

details, the students have been benefitted a lot. Further, the ready retrieval of records has helped decrease the burden on the concerned staff who would have to manually dig out the rusting record files each time a student would ask for it. The practice has greatly helped the college to save expenditure on the stationary and has also led to the process becoming a little less environmentally hazardous.

Resources required:

Machinery and skilled staff who know how to handle the equipment and keep it well oiled.