

## **INSTITUTIONAL BEST PRACTICES**

1: Use of ICT makes mutual learning faster, easier, broader and deeper resulting in better understanding and efficiency in the domain of knowledge and skills. ICT based teaching-learning provides students with all necessary and desired information at anywhere anytime basis. Moreover, it is cost-effective and timeeffective. Learning through ICT enabled audio- visual media becomes more effective as students get interest and helps in remembering. 100 percent online admission system, online fees payment, online attendance, feedback and other academic and administrative activities making the system more transparent and for generating a database of all students and other stakeholders for future reference. The Context: Teaching-Learning has been re-conceptualized over the last few decades to recognize the social construction of knowledge and meaning in context. Learning is now perceived not so much as a passive activity with knowledge transmitted from the teacher to the learner, but with the learners actively constructing knowledge and solving problems individually or collaboratively in authentic contexts. Turning the use of smart phones by the students towards academic orientation. The college authority faced problems in the past retrieving the database of any student, including his/her personal details, year of passing, attendance details etc which prior to ICT was scattered. With the implementation of ERP system, details of students can be tracked as per requirement. The Practice: The practice of ICT has the following dimensions. ICT enabled room with projectors, white boards and laptops given to the teachers has been providing opportunity for classroom teaching through power- point presentations, movies and other online learning materials. A dynamic auto updated Central college routine link exists on the college website. The college possesses a well published website designed to fulfil all the academic need and support of the student. Students can make online payment and view notices. Continuous Internal Examination and Pre-University Test Examination conducted for the students and the result is published accordingly. Administrative purpose - The college website has a separate section for dynamic notice and tenders for bringing transparency in the administrative system. All the payment related transactions are through online mode using their unique student ID through ERP. The college possesses different committees for smooth administration. An online office stock and asset register is maintained. Evidence of Success: The access to real time attendance records by students and guardians has increased the attendance percentage of students. Regular assessment and examination has improved the result of the students. In accordance with the spirit of the Central Govt. Less cash drive, all the transactions in the college are almost 100 percent cashless. Problem Encountered and Resources Required: Since most of the students come with very less or no exposure to online system, initially they face problems. Students frequent change of email id and mobile number create problems. With introduction of CBCS curriculum and changing technology, it has become a challenge to cope up with the up-gradation frequently. Through orientation programmes students have been made aware of the online system. With the implementation of ERP most of the administrative and academic related transaction has shifted to paperless mode. To make the students aware about environmental challenges. To lower the use of plastic within the campus. To promote optimum utilization of renewable resources generating awareness among the students and society.

2. The Library maintains an open access bookshelf facility and subscribes to INFLIBNET for the electronic books and journals. The facility is also available to the Alumni who may be engaged in scholarly pursuits and need material for study. They are allowed to use the library if they provide the proper documents. The library is well-stocked with books on different disciplines. The shelves are restocked annually according to the needs of the syllabus. The UGC Network Resource Centre is equipped with computers and internet connectivity. The computers are provided for academic work

only. A photocopy machine is available in the library all the times for use of the faculty and the students at nominal charges. The library is supervised by a committee consisting of the librarian and three members from the faculty and library staff. Library is made available for reading and day issue during college hours. An Orientation Programme is conducted by the librarian for all new entrants to give them a thorough understanding access to e-resources through INFLIBNET, the rules of the reading room, the rules of book issue, maintenance of safety of library cards, book bank and reprographic facility.

3. Eco-friendly initiatives and maintenance of hygiene all around the campus are in unison two vital best practices of this institution. The institution maintains strict norms of cleanliness, health and hygiene throughout the campus. Efficient water purifier machines have been installed for ensuring continuous supply of safe drinking water for all. Sanitation standards are maintained at high levels. Washrooms are cleaned regularly with proper sanitizing materials. The sanitary napkin vending machines the campus is kept well-stocked always and incinerators are well-maintained. Classrooms and corridors are swept in the morning before the commencement of classes. Furniture computers and accessories are dusted and cleaned on regular basis. A conscious effort is made to reduce the use of plastic materials inside the campus. World Environment Day every year is observed through plantations in the campus and campaign among the students, teaching and non-teaching communities raising the slogan - "Reuse, Reduce and Recycle" aiming at encouraging everyone to make the campus environment friendly. Under "Swach Bharat Abhigyan", the NSS unit works collectively to make the campus clean and environment friendly. The adopted village of Shree Agrasen Mahavidyalaya College, Bhusamoni also comes under the Green Campus initiative of the college. The use of plastic cups is strictly prohibited in the college canteen, a step towards Eco friendly practices.

4. College has conscientiously acted to uphold its social values and commitment through - • Institutional Financial assistance to a number of needy and deserving students. • Enabling students to apply for State and Central government scholarships, grants and aid. • Blood Donation Camp organized. • Extension of NSS Unit-1 activities for the promotion of environment and health awareness among students and communities. 4. Strict maintenance of the code of conduct as laid down in the College Prospectus and that of academic discipline among students and providing certificates of appreciation to students who maintain high attendance percentage. The faculty constantly encourages students not only to maintain high academic standards but also to participate in co-curricular and extra-curricular activities such as during Special Observances, Sports, Blood Donation Camp, College Foundation Day Celebrations, Annual Memorial Lecture, College Competitions, NSS activities, Social Service through social outreach activities organised by the college.