

Best Practice I

1. Title of the Practice: ONLINE ADMISSIONS

2. Objectives of the Practice

- To make admissions student -friendly and transparent
- To save time and manpower in admission process
- To save students' data in easily retrievable format
- To minimize use of paper in admissions

3. The Context: The increasing number of students seeking admission in college is causing tremendous pressure on the administrative body to manage and arrange the admission process manually. Every year, students have to stand in queues for collecting admission forms and then again for submitting them. This leads to problems in managing the applications, handle queries and distribution of forms, collection of forms and then short-listing the students. This results in annoyed parents and students alike. Besides, the admission process is not transparent, very slow and time-consuming. Now, in internet era it's high time to leave behind such traditional processes and go with computerized automated student online admission system or eAdmission to speed up and make processes easy.

4. The Practice: Keeping in view the aforesaid objectives and context, the college decided to start the online admissions from the academic year 2017-18. For this purpose appropriate software by name 'Vruddhi' was purchased in advance. The administration was given due training in its operation. The online application form and necessary information was made available on college portal. The present and new students were informed of online admissions. Admission window was made open 24x7 from May to September of the year. One technician was made available for any queries regarding online admissions. Students could contact him on phone or in person. After filling up the educational and personal details, students take out the print out of the form and submit it to the college.

5. Evidence of Success:

- Convenience to Students– One of the greatest advantages of the online admission system is that students can choose to submit their applications at their convenience. All that is required is access to a computer and internet connectivity. Messy handwriting, office working hours were no hindrance in admission process. Students didn't need to stand in long queues to get their queries answered, to get application form and submit the same. This is of a great advantage to students from rural and remote areas.
- Advantages to college: Online admissions helped college administration to have quick access to student-records and databases. College no longer required printing and storing forms, then collecting and filing them. This not only saved cost but also saved additional deployment of manpower. The online admission system proved to be highly reliable and efficient and eliminated chances of any errors.

6. Augmentation of Facility:

- College provided students Facility Centre to enable them to apply online from college campus where they could apply online, get photocopies of their documents.
- *Vruddhi* software was connected to the library computers. It enabled students to get their library cards and I cards without delay and much documentation.

7. Problems Encountered and Resources Required:

Internet Access – College is located in rural area. Most of the students come from remote villages where there is no internet connectivity. These areas still experience high blackouts and electricity issues • Low Computer Literacy – Another major concern was a low computer literacy. Hence a sudden shift to the online admission process caused confusion among students.

Best Practice II

1. Title of the Practice: GREEN CAMPUS

2. Objectives of the Practice

- To make available different species of plants in the college campus so that students can have quick and easy access to them.
- To create healthy and conducive physical environment for learning
- To enhance beauty of the campus
- Maintenance and conservation of trees during drought conditions.
- To increase awareness of environment among students

3. The Context: College has shifted to this new campus recently. College runs courses in Botany, Geography and environmental science. Therefore scientific study of plants, trees is an integral part of the curriculum. Field visits were time consuming and less productive. Hence, college decided to go for planting different species on the college campus itself. This would serve aforesaid objectives. Therefore, we felt it our duty to develop a Green Campus where environment friendly practices could be promoted.

4. The Practice: It was decided to plant different varieties of plant species in the college campus with the help of faculty, support staff, students from NSS, Board of Students' Welfare, Earn and Learn Scheme. The faculty from Botany and Geography made a list of plants to be procured. It comprised of flowering plants, medicinal plants and decorative plants. Care was taken to select evergreen plants and the plants that survive with little water. In the month of May order was placed with neighboring nursery. The site for planting was fixed. The pits were filled with fertile soil and fertilizers. After the first rainfall, the saplings were planted at the decided sites. Due care was taken to see that the plants add beauty to the campus. A separate site was chosen for medicinal plants. For rare and delicate species of plants that cannot bear high temperature were grown in net house.

The plants that do not grow tall and are needed frequently for scientific study were kept in the vicinity of the department. Few saplings which were not healthy were replaced with new plants. About 100 indoor plants and 300 outdoor plants were used for this purpose. In order to maintain these plants, services of faculty, students and support staff were sought. Insecticides and fertilizers were used whenever needed. Our endeavors in this direction have resulted in the growth of variety of Medicinal and Flowering plants. For aesthetic purpose and to add beauty to the campus, we have developed a lush green lawn dotted with roses and creepers.

5. Addition to the Activity:

- Despite famine, college strived to conserve the plants by taking various measures like using waste drinking bottles to water the plants. The trunks of the trees were covered with foliage to avoid evaporation and reduce water. Drip irrigation system was used to minimise water supply. The unwanted branches of the trees were trimmed to avoid loss of water through transpiration.
- This year more number of trees were procured and planted in the campus. Some of these varieties were evergreen trees, wild flower bearing plants, cactuses. This added to the beauty of the campus and provided shelter to different species of birds, reptiles and honey bees and animals.

6. Evidence of Success

- During this year of drought, the college made drip irrigation and frost irrigation for tree conservation. Similarly, fertilizer and water are used sparingly for tree growth.
- Earlier students of Botany, Geography and Environment department had to rely on field visits for scientific study. That consumed a lot of time and energy. These visits did not prove to be fruitful as all the herbs and plants were not available at one place and in all times. Planting of trees in college campus and preserving them in gallery, provided students and faculty quick and repeated access to study them.
- The green campus developed by college has helped to save the environment. The college is located on the slope of a hill side. Planting of trees on this slope has arrested soil erosion. It has provided shelter to rare birds and insects. They quench their thirst from the water in pots placed at convenient places in summer season.
- An integral aspect of education is the aesthetics of the learning environment. College has been able to create a conducive and physical environment that supports and encourages learning. Varied coloured plants, herbs and flowers in all seasons have enhanced beauty of the campus.
- Green trees offer a respite from the normal learning environment. Students in their spare time can be seen studying, discussing and taking rest in the shed of trees.
- Green campus has added students' interest and attention in environmental issues. They have become aware of their role in preserving environment.
- Green campus has contributed in reducing global warming.

7. Problems Encountered and Resources Required:

College is located on barren hilly slope. The soil is infertile. Besides, this region lies in drought prone area. It receives a scanty rainfall. Growing and preserving plants need a lot of human resource and water management. It is difficult to grow trees in drought conditions in academic year 2018-19. Besides support staff, students from the department of Botany, NSS, Board of Students' Welfare and 'Earn and Learn Scheme' were given the task of preserving the plants. Water shortage problem was overcome with drip irrigation. In summer season, water tankers were hired by the college.
