

QIF

7. Institutional Values and Best Practices

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Answer:

Best Practices- 1. Promotion of Sustainable Environment.

2. Effective use of Information and Communication Technology

Promotion of Sustainable Environment-

Objectives- Environment sustainability is of utmost importance in the light of increasing environmental degradation with ecofriendly facilities and practices. The objective to promoting environmental sustainability are-

- To maintain a waste-free, pollution free, healthy and ecofriendly green and clean campus.
- To find innovate ways to reduce pollution to promote sustainable resource. Better use and recycle the waste material.
- To nurture the students and faculty about sustainability of environment. So that we can live pollution free and healthier life.

1- Maintaining a green campus and a medicinal garden.

- Institute has a lush green campus. One big and many small lawns are maintained in the campus. Parking area is near the gate inside and outside the campus. So campus is vehicle free almost. Regular vehicle movement and parking in the main campus is prohibited.
- Campus has about 1000 big trees of flowers and fruits which balances the ecosystem and temperature of the surrounding area.
- A medicinal garden in the premises, with different species of medicinal plants, provides a healthful ambience in the college.

2. Rain water harvesting-

- Institute has three big rainwater harvesting system in the campus near main gate. It is fitted with underground huge network of pipes. In whole campus runoff rain water from the campus is collected in them. By which the five tube wells regularly work for drinking water watering the plants, and two big football and hockey ground.

3. Solid and Liquid waste management.

- Institute has solid and liquid waste management. Waste water from the chambers is filtered and used for the plants and lawns. Leaf and small plant are used for compost khad and after recycling used in the campus for manning.

Institute has made continuous efforts through rallies, campaigns, Competitions and regular posts on social media to create awareness. Towards sustainable living.

Effective use of Information and communication Technology in Teaching-Learning process.

Today's is era of explosion of knowledge. It became possible only because of Information technology across the globe.

Objectives:

Though the college is situated in urban area but because of adjoining rural area there are number of students from the same. The institute has following objectives to introduce ICT in Teaching Learning Process.

- To update knowledge and information.
- To provoke students to make them aware about the new knowledge.
- To make students globally fit to survive and proceed.
- To encourage the learners to develop the appropriate social skill.
- To prepare the learners for the society of tomorrow.
- To use their ICT skills to develop their language and communication skill as it is the part of their curriculum.
- To make teaching-learning process more effective and speedy.

Context-

The institute is situated in the close vicinity of villages hence sizable number of students belonging to the socio economic weaker section families are not well versed with the ICT. Though mobile is in all the hands but still laptop is a rare thing in the villages.

The institute has focused on the significance of ICT in Teaching Learning Process. To make best use of ICT facilities the faculty members are trained in using the ICT tools. The classrooms and labs, having all sort of ICT hardware and software are extensively used by the faculty members. This helps in reaching the students with a faster pace and better understanding.

Evidences-

There are 107 computers in two computer labs, 3 laptops and 8 LCD projectors in the college. The institute has provided computers along with internet facility, wi-fi and printers to each department.

All of the students and faculty are benefitted by the ICT facility, free internet facility in library, hostel and computer lab for students.

There are 70 educational CDs, videos of eminent persons' lecture and documentaries related to different subject and issues, in the library. They are used according to the demand of students and subject teachers. The institute has two smart classrooms and some classrooms having the facility of LCD. To make the teaching-learning process more effective, faculty use PPTs, e-books and e-Journals. Library has DELNET facility with open access to thousands and thousands books and journals. Faculty and students have password of same to use it as per the requirement.

Issue-return of the books is done through LIBSYS software. Free internet access is available for students and teachers to get information related to their subject and project work. All the faculty members use PPT which help students to get systematic knowledge of topic.

to achieve the speed and efficiency in ICT, Positive part of it is institute has

1. Trained staff
2. Bilingual training and study material
3. Institute has purchased original software
4. License

Best practice related to office

- The account section does all accounting work through “**Tally**” and reports are sent to the appointed CA digitally.
- To maintain transparency in financial transaction most of payments are online. Students are also motivated to pay their fees through digital payment.
- Most of the work in account section is online to maintain transparency.

- The institute prefers online payments to the vendors and service providers.
- It is a self-finance Institute and have no grant from other sources, only source is fees. The scholarship and free feeship are maintained and forwarded to the concerned department in online mode.
- All the notices from administrative building are send through email to all the Principals/concerned officials.
- Faculty members uses whatsapp group and email to send the notice to the students with a hard copy on notice-board.

Problem related to ICT

- Use of ICT is the necessity of the day. Institute is trying hard to make its all teaching and non teaching staff members trained and the efficient user of ICT.

Office staff is efficient in ICT but need more human resources for speedy work and transparency. Sometimes they face many problems when workload is much and the number of trained ICT personnel is less. Jiwaji University with which the college is affiliated has started working all kind of works online such as examination form, uploading of internal marks and scholarship form etc. Non-teaching staff is inadequate for that much work. But to solve this problem there is a practice of converging resources from sister organization of the same campus.

Need to update reports and financial records office is partially paperless.