

2017-2018

7.2.1 Best Practice No. 1

1. Title of the practice:

Institutionalizing use of “e-suvidha” for students.

2. Objectives of the practice:

1. To familiarize the use of “e-suvidha” among the students for their convenience and benefit.
2. To provide “e-suvidha” facilities at very affordable rate.
3. To make sure that maximum students use e-suvidha and minimize the dropout.
4. The provision of e-suvidha facility in the campus ensuring security of the students.

3. The context:

Majority of students come from rural, semi-urban and urban area from different socio-economic background. Many of them are first generation learners and they need faculty and non-teaching staff support to deal with their online filing of their admission forms, examination forms, obtaining online results, opening of email id, etc.

4. The Practice:

The institute has set up separate facility of e-suvidha.

- In admission process, students are required to fill up the hard copy of admission form. The admission committee members checkup the information filled up by the students and make corrections if any with respect to subject, subject code, etc. Then, thereafter the student approaches the online e-suvidha facility room for online filling up the form and uploading various documents associated with it. After that, the print out of the acknowledgement of admission is obtained and is shown to the admission committee. The admission committee verifies the hard copy of the admission form filled by the students manually and the printout of online submission of admission form. It is checked for the correctness & finally signed by the Admission Committee member. Thereafter, student requires submitting the form along with admission fees and obtaining the receipt.

5. Evidence of Success:

Before this practice the students were required to fill up their online admission forms, examination forms, etc. students were required to visit net cafe where exorbitantly very high charges were levied and there used to be number of mistakes in the information in the examination form submitted online. Students take the hard copy and used to show it to the respected teachers and admission committee. This best practice has been very successful and it has resulted in following benefits to the students and to the college: -

- i. “e suvidha cell” has insured the correctness of information furnished in the admission forms, examination forms, etc.
- ii. It has been very convenient for the students as this facility has been provided in the college itself.
- iii. This facility is provided at very minimal charges and it has reduced undue financial burden to the students.
- iv. It ensures maximum number of students that have filled their enrollment, scholarship, examination forms.
- v. This facility has provided security more importantly for girl students that can be ensured in private net cafe.

6. Problems Encountered and Resources Required:

The provision of “e-suvidha facility” to students creates the undue stress on the limited administrative staff as government has not allowed to fill up the vacant posts of clerks. When there is too much crowd of students, we take the assistance of B.C.A. faculty as they are having computer expertise.

There is a need to develop independent “e-suvidha cell”.

7. Notes (Optional):

Development of “e-Suvidha Cell” should be made mandatory in every girl’s college for that necessary grants should be provided by UGC/Government.

7.2.2 Best Practice No. 2

1. Title of the Practice:

“Student Welfare Scheme”

2. Objective of the Practice:

The objectives of the “Students Welfare Scheme” are as follows –

1. To provide financial support to the needy students.
2. To continue students' education though they are financially weak.
3. To reduce the drop out ratio due to financial constraints.

3. Context of the Practice:

Majority of the students of our college are from financially weaker section of the society / economically downtrodden and socially backward families. Some of the students are not in the financial position to pay admission fee, examination fee, for bus pass and even they are not able to purchase note books. Therefore, the institution has introduced “**Students Welfare Scheme**” for the needy students.

4. The Practice:

The institution has **constituted “Student Welfare Committee”** to identify the financially weak and the needy students those require the financial support while taking admission, filling of examination form fee and for bus pass. The application from needy students are obtained by the committee. The list of such students is prepared and in the meeting of student welfare committee it is scrutinized and the list of beneficiaries is finalized and the financial support is provided to the needy students.

5. Evidence of Students:

This best practice of “**students' welfare scheme**” has been very successful over the years. It is evident from the fact that a large number of students have got financial support from the institution while paying admission fees, examination fees and getting bus passes. Students are provided a set of note books free of cost as per their requirement. Thus, this best practice is very significant / useful to pursue their higher education studies even though they are financially downtrodden families.

6. Problems Encountered and Resources Required:

While implementing this best practice it is found that a large number of students apply for the financial support. The student welfare committee short lists the needy students and finalizes the list of beneficiaries on the availability of funds. However, the number of students whose name is not included in the list does not get financial support.

In order to provide the financial support to all needy students, it is necessary to build up student welfare fund from different sources such as donation, contribution, etc.

7. Notes:

In the process of progress and development, some section of the society is likely to remain financially weak and they are deprived of higher education. Such best practice of **Students Welfare Scheme** is of paramount importance in every institution of higher learning to bring the weaker section of society in the main stream of process and development.