Best Practice -1

a)   **Title of the Practice – Weekly Training Class of self-defence for girls' students**

b) Goal -   To generate self-confidence and awareness among our girl student.

It is a reality that crime against women has gone up over the years. It's high time that we have to initiate some new mechanism to help our girls to be more self-reliant. With this in view IQAC of our college has decided to implement a self-defence course for our girl students.

c) The Context -   The context of this course can be summarized as below: -

- Self-defence is a set of awareness, assertiveness, safety strategies, and physical techniques that enable someone to successfully escape, resist, and survive violent attacks.
- A girl student's decision to survive the best way she can must be respected. Self-defence classes will teach her how to do that effectively.

d) The Practice – In the practice part we brought certain changes in the practice hour, few new trainers were inducted from the set of good learners for the beginners. These brought certain changes also in the format of training. We are also thinking of introducing some tiffin and health drinks after the session to encourage our students. We participate the training programme in the late afternoon after the end of their classes so that the normal classes doesn't get hampered. Moreover, we encourage the students to bring their guardian at the hour of training, in an effort to engage parents into our system so that their involvement with the institution increases.

e) Evidences of Success -The evidence of success is overwhelming and these are seen with more and more female students are enrolled in the training process. A sense of self conviction is seen among girl students, which was actually our goal.

f) Problems encountered and resources required – More than one year of introduction of this course we realize that to create an environment where our students feel safe comes from a building a trust among stakeholders of society and we understand, this is a bigger challenge than to mere commencement or even continuation of such a practice.

The best practice-2

a) **Title of the Practice: Automation of College Office.**

b) **Goal:** Office automation is essential for both routine automatic operations as well as optimization of manual operations. By automating a number of routine works we can easily save time. The goals of Office automation are i) Streamlined communication for faster resolutions, ii) Creation of a centralized data access platform, iii) Error-free automated repetitive jobs and iv) Transparency in transaction process.

c) **The Context:** Revolution in office has been brought by automation because increased volume of work is handled in a better manner with greater accuracy and speed and this process results in increased output. In our college office, where inadequate number of staffs are involved in a huge amount of task, the automation system helps to render better service to the students as well as to the teachers.

d) **The practice:** The office works are primarily related to collection of fees, distribution of various scholarships and Examination related communication etc. All these activities are at present maintained through online mode. There are various types of fees, viz. Admission fee, Registration fee, Examination fee etc. to be collected round the year within a very short span of time. Due to lack of sufficient office staff, manual operating system became inadequate. The office automation system provides a better work-space for the office staff and also made it

ease to the students mostly in the period of lockdown during Covid Pandemic. As part of office automation three initiatives have been taken, namely, i) Implementation of Dedicated Cloud Server instead of Local Server ii) Online Payment System through payment gateway with zero service charge and iii) Real time communication with the students through Aims-Cloud software. The online payment process not only facilitates the office by saving time and labour but also ensures the transparency in transaction process. The students at the same time are equally benefitted by the process

e) **Evidence of success:** The benefits of an office automation system are easy enough to understand and appreciate. Just about every organization in the world would welcome improved accuracy, greater efficiency, and higher transparency in office work. The students of our college are highly benefitted and satisfied with the automated system. Specially in the time of lockdown due to COVID-Pandemic, students were unable to come to college, but their official transactions were uninterrupted due to the office automation system.

f) **Problems encountered and resources required:** Insufficient arrangement of electronic tools, inadequate connectivity of Internet and lack of well-trained man power are the problems encountered with the present system. For the betterment of the process, adequate number of computers, printers, scanners, data servers are to be implemented as resources to meet the challenge.