BEST PRACTICES

The institution pursues two best practices 'Paperless Campus' and 'Virtual Classrooms' that help students to adopt technology to excel in the field of their choice and to instill in them a sense of social responsibility to serve the nation.

Best Practice-1

1. Title of the Practice

Digitalisation

Digitalisation is so essential to have advanced learning and working ambience. Substantial efforts are taken to avoid the paper usage for both students and Staff. The motto is to avail all the documents under the one roof.

Objectives of the Practice

➢ To make enough space in campus by reducing physical storage.
➢ To boost the ability to trace, sort, and share documents and to improve safety and accessibility of the document.

2. The Context

Paperwork is one of the biggest drains on time for both staff and students. The college initiates this practice to nurture the nature and saves the priceless time of everyone in the campus.

3. The Practice

➢ Instructing the students to use google classroom for availing the vast subject materials, submitting assignments, and quizzes.
➢ Circulars and all the reports are prepared without the use of paper.
➢ Attendance, Exam Marks, and all the details related to the examination of the students are being updated by using the software CMS.

4. Evidence of Success

➢ Students are able to reach their necessity related to the subject on time.
➢ The conventional paper-based college environment has been driven out by everyone's effort.
➢ Paperless campus ensures providing an eco-friendly environment that reduces deforestation along with providing quality academic and administrative services.
➢ With paperless management, the security of the documents is strengthened.

5. **Problems Encountered and Resources Required**

➢ It was quite difficult among everyone to change the traditional paper usage environment.
➢ When everything was stored without the use of paper, there was a possibility of losing the documents.

Best Practice 2:

1 **Title of the Practice**: Virtual Classrooms

2 **Objectives of the Practice**
➢ Reaching the students virtually to meet their academic expectations even in the pandemic period.
➢ To hone the creative skills of the students.
➢ To expand the access to innovative educational experiences by allowing students and instructors to take part in remote learning.

3 **The Context**
The advancement of the traditional classrooms is found in Virtual classrooms. It is need of the hour to widen the learning resources to the students. It is mandatory to teach without barriers in Pandemic situation.

4 **The Practice**
➢ Teaching the students with the help of audio- video visuals which help them to visualize the subject out of constraints.
➢ Connecting with the students on any required time without any physical barriers.
➢ Students access the materials with supporting documents under the single roof.

5 **Evidence of Success**
➢ It helped in identifying the areas of improvement for both students and faculty.
➢ Facilitated the teacher to track the student's engagement and understanding of the subject realistically.
➢ Students engaged themselves voluntarily in learning activities in addition they become empowered to continue the studies.

6 **Problems encountered and resources required**
➢ Initially faculty found it difficult to get accustomed with the online teaching tools.
➢ Technical issues such as low bandwidth, power cut and internal complications were the drains of the practice.