Best Practices

1 Title of the Practice: Effective Use of IT

2 Objectives of the Practice: Recent technological advancements have resulted in reflective changes in higher education. Information Technology (IT) is now well defined and acknowledged as a useful tool to address education especially in the field of science and technology. Accordingly; the college encourages making use of IT to provide an open ended forum, it also ensures to make use of IT intensively:

- In teaching, learning of students and educators
- In administrative management.
- In examination management
- To consider the relationship of informatics in other curriculum areas
- To provide for educational uses of and information technologies (IT) by integration of digital technologies in education to work on teaching methodologies and teaching informatics so as to create environment for professional development of teachers as well.
- To consider the nature, content and method of delivery, this will enable learners to become discerning digital citizens who are able to act in a complex and digital world.
- In providing Informatics education and digital literacy including related informal learning contexts.
- To establish models for informatics curricula, training programs, and to promote the ongoing education of IT professionals and those in the workforce whose employment involves the use of information and technologies.

Computers, multimedia projectors, internet, e-mail services and institutional website/portal are profusely utilized for digital record keeping and issuance of books in the library. The institute is aware of the improper usage of the IT facilities by the beneficiaries. In order to ensure proper, judicious and academic usage of the IT mechanism; software filter and monitor/admin tools are being used wherever required.

3 The Context: IT offers an opportunity for reaching out to the stakeholders of College in most effective manner. All the best practices in administration can be formed upon the process, design and convergence of IT facilitates. IT leads to a transformation in work culture and service delivery, lowers transaction cost with improvement in transparency and accountability. It enables transformational change rather than merely technical one. Earlier the admission process was manual and involved lots of paper work, similarly intimation of institutional notices, time tables, and attendance were also carried out in the same way in this institution. In order to promote the culture of paperless governance, the institute has designed and hosted its own website/portal involving most of the features needed for every day working of the institute. Submission of salary bills in treasury, institutional surveys, enrolment of the students with the parent university, procurement of CCE marks from teachers, attendance of the students, generation of IT statements, salary slips, Bio-metric attendance of faculty and supporting staff are carried out through IT facilities.

4 The Practice: The institute promotes the use of IT to facilitate almost all the stakeholders of the college in the following manner:

- **Students:** Submission of online admission forms, allotment of seats, admission fee submission, Examination form and Examination fee submission, timetables, administrative notices, review of monthly attendance, marks of tests, assignments and quiz, downloadable prospectus are the main features which are made available to the students on institutional website students can also download their examination admit cord from the website. It helps students in minimizing the interaction with office. Students are able to access the internet in the working hours in their respective departments and at the central library. Wi-Fi hot spots are also available throughout the campus including auditorium halls. Whatsapp messaging helps students to keep abreast of their status during the different phases of admission process.
- **Employers:** The placement companies are invited on a regular basis. The lists of selected students are displayed on the website to attract more probable job providers.
- **Staff:** Record of attendance of the staff is maintained with the help of bio-metric machines installed in the office. Teachers are also able to fill and generate their Income Tax related statements using the facility available. A lot of paper work is avoided in the college through it. Attendance and CCE records of the students are submitted by using the facility of submission on the exam server provided over the network.
- Different information and notices are also shared through intranet server over a well managed physical as well as wireless network.
- All the departments are directly connected to the Examination department of the college through a client-server system.
- Students managed Internet club and computer clubs are acting very efficiently and sharing knowledge and awareness over IT medium.

- Smart class rooms are provided to enable educators to use and contribute to make effective and direct use of IT tools in terms of live demonstration and video lectures and other digital educational resources to enrich, update and enhance the domain knowledge.

5 Evidence of Success

Department of Geology, Department of Chemistry, Department of Physics, Department of Zoology, Department of Botany and Department of Environmental Science and Department of Mathematics are using IT facilities for teaching and learning. M.Sc. Students are getting benefit from IT facilities through Internet; students exploring e-books and enriching themselves with the content of the subject. Some Online important lectures from different Universities across the globe are also matter of concern for the students. Students are given information regarding online learning networks such as online courses, resources; as a
result of these efforts, a large numbers of students are being benefitted in getting the professional and current knowledge of the field.

These facilities help them to improve their performance so far as scoring in examination and advanced knowledge of the subject is concerned.

At undergraduate level, to establish real world models for informatics, curricula and to inculcate the efficient working pattern through intense training to the future of IT professionals, whose future employment involves the use of information and technologies system, study and project development task is assigned to the students. B.C.A. and B.Sc. students of Computer Applications, Computer Science, Electronics & Computer Maintenance students are required to take up such study as a part of curriculum.

6 Problems Encountered and Resources Required

Due to ever increasing number of network/internet users in the institute it becomes difficult to handle problem arising due to complexity in network topology. This complexity is a result of non-systematic development of network infrastructure from time to time and in small parts. It leads to difficulties in smooth running and troubleshooting of handling internet availability and also network access. Unavailability of planned and structured LAN is causing a problem in proper networking and file sharing. Institute has taken up this issue seriously and is trying to replace the cabled network with the Wi-Fi system.

Maintaining the day-to-day log of the internet usage is always a tough task. Apart from maintaining a paper log the institute has initiated the process of procuring the hardware firewall. It will help in keeping the log in digital form.

The Second Best Practice –

1 Title of the Practice :Award of Gold Medals for Topper Students

2 Objectives of the Practice:

- To inculcate healthy competitions to improve knowledge among students.
- To motivate students to put their best in order to perform best.
- To improve quality of students learning.
- To create and feel moments of proud for students and their parent.
- During award ceremony there is an opportunity of good interaction between parent and staff.
- To shape the students as committed citizens who can face the challenges of the modern world through the exemplary vision and mission of the Institute.
- To prepare the students who can develop analytical innovative and creative skills in them through the teaching and learning pattern of the Institute.

3 The Context
- The endeavour of the institute has been to frame the work culture in accordance with the challenges of present scenario. Our concern is to improve performance of the students. In This regard, the idea of awarding Gold Medals to successful topper students emerged in 1998. With the contribution of staff, parent and alumni, the award ceremony has taken shape.
- College is presenting 30 Gold Medals in 24 Stream.

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4 The Practice

- 18 crore students are admitted at primary level but only 1.5 crore are reaching at Higher Education level. Among them only few lakhs of Graduates have employability. Enormous knowledge of the subject is very much important to prepare the student to meet the challenges of the present scenario so far as Job opportunities are concerned. The Healthy competition to be a recipient of Gold Medal helps the students to increase their appetite to gain more knowledge in the respective subjects.
- Scrutinized list of Topper Students is prepared by the team of Professors. In the auspicious presence of Students and their parent Certificates and Gold Medals are presented by the Chief Guest in the graceful, cheerful function of Social Gathering.
- After function, in the honor of parents and guest high tea is been organized and input received from them regarding facilities and support system, infrastructure, teaching pedagogy, learning resources, strategic planning for future are noted for the betterment of the institution.

5 Evidence of Success

No. of recipients Awarded Gold Medals in this session:-

Award	

6 **Problems Encountered and Resources Required** All the Gold Medals are contributed by the staff, parent and alumni in memory of their loved ones. This is the concern of the institute that this practice must go on. Some sort of trust system may be helpful to generate resources. Indian Diaspora may also be helpful. Department of Higher Education, Govt. Of M.P., may also provide some financial support to make this practice more effective , impressive and attractive.