

Best Practice 1

1. Title of the Practice: Computer Literacy Programme for all students at token cost.

2. The Objective:

The noble objective of the programme is to spread computer literacy among the students of the college; specifically, to acquaint them with the knowledge of computer fundamentals.

3. The Context:

The locality of Beldanga-I Community Development block in which the college is situated has sizeable economically backward population. Most of them are rural peasants and are labourers viz mason, carpenter etc- this section of the rural community are mostly illiterate. In effect, most of the students who get admission into the college are mostly first generation learners. The economic backwardness of these students debar them to adhere to the technological knowhow. In order to make them more tech savvy particularly in view of the computer awareness (both software and hardware) the institution has taken up initiatives to set up its own Computer Training Centre with the goal of catering computer literacy to all its students at a subsidized cost.

4. The Practice:

With the sole objective of increasing computer literacy and brightening the job prospect of the students, a fully well-equipped air conditioned modern computer laboratory, named as-S.R.Fatepuria College Computer Centre- has been set up at the northern part of the college at the 1st floor of Vidyasagar Bhavan of the campus, in collaboration with Smarttech Computer & Management Academy and National All India Council for Computer Training Centre Public Trust Act, Govt. of India, NCT, New Delhi.

Under this programme, basic as well as some advanced computer literacy courses are being taught at nominal fees. After successful completion, certificates of participation are issued to the students for their future career advancement purposes.

The courses offered are- SHORT-TERM BASIC: Rs. 800/-; CITA Rs. 1250/-; DITA Rs. 1850/- & ADVANCE DIPLOMA Rs. 3500/-.

5. Evidence of Success:

In view of offering quality computer literacy programme at nominal fees has become quite popular and effective amongst the students. In fact, the terms of trade of cost benefit analysis of this programme is significantly favourable for college students.

6. Problems Encountered and Resources Required:

Following problems have been encountered by the institution for implementing the programme meticulously:

1. Inadequate funds;
2. Apathy of reputed computer training agencies to extend hands of cooperation;
3. Lack of qualified faculties in the locality.
4. Lack of skilled non-teaching staff.

Best Practice 2

1. **Title of the Practice: Full Computerization of the College Office.**
2. **The Objective:** The sole purpose of the full computerization of the office is to promote efficient and effective working environment of the College Administration. At the same time scientific recording keeping of all important information.
3. **The Context:** Manual handling of the office work being tedious and cumbersome to the office staff. It is not possible to recover any document quickly when it is required. There is also the risk of losing data. Full computerization has been done so as to bring efficiency and save time.
4. **The Practice:**
 - ❖ Online admission of the students.
 - ❖ Student ledger access.
 - ❖ Fee collection.
 - ❖ Timely training of the office staff.
 - ❖ Application of the latest software.

Students are admitted by following online admission procedure. Applications are invited online. Applications are processed online and final merit list is prepared by following the reservation rules of the Government. Admission of the students in this institution is made strictly on the basis of merit according to the availability of seats and fulfillment of certain legal formalities like reservation of seats for the S.C., S.T., OBC, Physically Challenged candidates as per Govt. Rules. Students record are maintained online. Non-teaching staff attain various training programme time to time organized by the DPI, Govt. of West Bengal for their upgradation. Our online software is developed and supported by Aidni Infotech.com.

5. **Evidence of Success:**

The admission process has become fully free of any pressure, transparent and efficient. Fulfillment of admission criteria for admission to various streams has become error-free. It has become easier for the college office to maintain and retrieve students' records that helps further in the registration process.
6. **Problems Encountered and Resources:** Since the process is dependent on third party software operator, occasionally, the college faces the problem of communication gaps or time management. As the fees collection system is yet to be made fully online, the college faces the problem of a time gap in getting the data from the bank. Close coordination among the college office, software operator and concerned bank is required for smooth and effective management of the admission process.