

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 disseminate computer literacy amongst the students of the college specifically, to acquaint them with the knowledge of computer fundamentals.

3. The Context:

The locality of the Beldanga-I Community Development block in which the college is located has a sizeable socially and economically backward population. Most of them are rural peasants and are labourers like mason, carpenter etc.- this section of the rural community is mostly illiterate. In effect, most of the students who get admission to college are mostly first-generation learners. The economic backwardness of these students debars them to adhere to technological know-how. In order to make them more tech-savvy particularly in view of 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- was set up at the northern part of the college on the 1st floor of Vidyasagar Bhavan of the campus. The computer centre became operative in February 2013. The centre was started jointly with Cossimbazar Advanced Youth Computer Centre affiliated to the Department of Youth Services and Sports, Govt of West Bengal. However, during the 2015-16 academic year, the centre was running in collaboration with Smarttech Computer Management Academy affiliated to the National All India Council for Computer Training Centre, Govt. of India.

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 were- SHORT-TERM BASIC: Rs. 800/- CITA: Rs. 1250/- DITA: Rs. 1850/- ADVANCE DIPLOMA: Rs. 3500/-.

5. Evidence of Success:

A quality computer literacy programme at nominal fees became quite popular and effective amongst the students.96 students took the training with full satisfaction.

6. Problems Encountered and Resources Required:

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

- (i) Inadequate funds (ii) Apathy of reputed computer agencies to extend hands-on training (iii) Lack of qualified faculties in the locality (iv)Lack of skilled non-teaching staff.

Best Practice 2

1. **Title of the Practice: Full Computerization of the College Office and teaching staff room with wifi Network Management system**

2. **The Objective:**

The sole purpose of full computerization of the office is to guarantee transparency & efficacy in the academic and administrative works.

3. **The Context:**

The manual handling of the office work has almost been replaced by a computerized operating system. The computerization of office work and bookkeeping is one step forward towards setting up e-governance.

4. **The Practice:**

Digitalization of the office and academic activities of the college has been ensured. Students are now admitted through the online portal of the college. Maintenance of office ledger and folio (digitally as well as in hardcopy). Collection of fees from students, disbursement of various scholarships etc is operated on digital mode. Digital classes have been arranged in smart classrooms for the students. Besides, the college has also arranged several digital interactive sessions for the teaching and non-teaching staff so as to make them more acquainted with the current academic system.

5. **Evidence of Success:**

The digital mode of work has made the admission process, students' registration and other office works a paperless administration. These paperless records are not only easy to maintain but it also has ecologically sustainable values.

6. **Problems Encountered and Resources:**

All students- particularly those who get into admission in Part -1 are not completely accustomed to the online admission procedure e.g. input of data, handling with the payment portal etc. This is so because they are not equally tech-savvy- which is why; for admission or other digital modes of work many students have to rely on someone other or they have resorted to the nearby cyber cafe. However, from the point of view of college, the successful execution of Online admission, uploading of files etc depends largely on how effectively i.e. in a time-saving manner, the third-party software operator reciprocates.