



# NIRANKARI BABA GURBACHAN SINGH MEMORIAL COLLEGE

SOHNA ROAD, NCR DELHI, SOHNA-122103, TEL:-0124-2362269

(Affiliated to M.D. University, Rohtak)

Website: [www.nbgsmc.ac.in](http://www.nbgsmc.ac.in)

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## BEST PRACTICES ADOPTED IN THE ACADEMIC SESSION (2019-20)

### Best Practice – I

#### 1 Title: Focused attention towards developing Interpersonal and Soft Skills.

#### 2 The context:

The students coming to the college has a less than average communication and interpersonal skills. Often due to this, the students are unable to grab the opportunity in terms of internships and placement. It is therefore, through worthwhile to introduce a special class, solely for the development of interpersonal and soft-skills among student. This is will also encourage them to speak their opinions and have effective and empowering conversations with fellow classmates, faculties and prospective employers.

#### 3 Objectives:

- To develop interpersonal and soft-skills using regular classes by a specialised faculty.
- To conduct various activities and sessions and increase the employability of the students

#### 4 The Practice:

A faculty was hired in the department of personality development to conduct the classes on regular basis. The curriculum was framed based on the learning outcomes required for a student to be job ready. In addition, the faculty of personality development is also a part of the placement cell and conducts various training programs to improve the student's aptitude, logical and critical thinking ability, etc. Various sessions on Resume making, interview skills, Grooming, etc. was organised to prepare the students for the future challenges.

#### 5 Obstacles faced if any and strategies adopted to overcome them:

Student are under confident and lacks awareness about the importance of soft-skills in the development of one's personality. The student often expects high salary package but they lack commitment and hard work requires in developing one's capabilities and skills in order to attain that package. Another obstacle generally faced by the student is time constraint.



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The current academic curriculum requires the student to continuously attend their regular classes till the end of college hours, and moreover, such extra classes on soft-skills are not credit based, the student doesn't take it seriously.

## **6 Impact of the practice:**

The students who have sincerely attended these classes and sessions so organised under the Dept. of Personality Development has shown greater tendency in taking active part in placement sessions and extra-curricular activities. There is a considerable growth in terms of active involvement on classroom discussions and activities which inculcates team effort, leadership and entrepreneurship.

## **7 Resources required:**

The College needs to recruit a faculty to conduct these classes apart from regular subject faculties. At time, professional trainers are required to motivate the student to understand the importance of soft-skills, such activities have financial implications. Arranging internships for the students is a challenging task to the placement cell.



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## Best Practice – II

### 1 Title: Paperless office communication through G-suite and ERP.

#### 2 The context:

Earlier, the data related to office, library, admission, activities, etc. was maintained in hard copies and was difficult to manage. The accreditation bodies such as NAAC itself used to collect hard copies of reports which has been now replaced by the soft copies, that are required to be uploaded by the college through online portal. Institution need to maintain a detailed record of data & institutional information of several past years and keep a tab on every ongoing-operation in the institution to prepare accurate evaluation reports. Moreover, the digitalization is the need of the hour. A College ERP System can support academic institutions to streamline their work-processes & manage detailed reports. In addition, the applications in G-Suite for Education can support an institution in providing unlimited data storage, official domains (@nbgsmc.ac.in), video conferencing tools such as Google Meet and learning management system such as Google Classroom.

#### 3 Objectives:

- To digitalise the office administration and communication process through G-Suite and official WhatsApp group
- To automate the college library services
- To digitalise the finance and management services through Tally ERP
- To make sure the important reports such as student strength, faculty details, short attendance, monthly attendance reports, daily cashbook reports, income-expenditure statements etc. are easily accessible.

#### 4 The Practice:

Every higher educational organization has its own specific requirements and it may vary as per the time and instructions received from UGC and affiliating university norms. The college thus has an MoU with MasterSoft ERP Pvt. Ltd. who has been providing various cloud-based software modules such as Student Admission, Fee Management, Academic, Employee, Library, Finance and Management, e-learning, etc. A committee has been constituted to implement the said ERP modules and conduct training sessions for the



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teaching and non-teaching staff members. Later, the role of the members of the ERP committee is to allocate subjects to faculties in ERP and generated time-tables for respective classes. Students and staff-members can therefore login in the Android App provided by the MasterSoft with their respective MIS username and password. Features time-table, study Material, sharing of video lectures, online attendance, leave management, etc. can be accessed via the mobile app. The G-Suit for Education solves the purpose of video conferencing, LMS (Google Classroom), unlimited data storage, etc.

## **5 Obstacles faced if any and strategies adopted to overcome them:**

Although, many functions like admissions, examinations, internal assessment etc. were already managed by the office staff on the online portals of affiliating university and Dept. of Higher Education, Haryana, the college ERP system is the major software applications adopted by the College and has significantly invested in their implementation. Initially, some of the users was unable to operate and understand its functionalities and hence were hesitant in implementing the software. Further, it was of opinion that it will increase the workload on the staff by managing the data physically as well as on software. In addition, there were certain challenges in implementing the fee management system which was later discussed and resolved partially by the service provider. In spite of all the problems faced, all the users put in their efforts to the best of their abilities in implementing the ERP.

## **6 Impact of the practice:**

With time, the regular use of ERP has resulted into integrated student records; and further due to cloud-based interface it can be accessed at the touch of their fingertips anytime anywhere by the authorised users. It has resulted into reduction of workload on office staff members as college ID cards, fee records, bonafide certificates, attendance reports, etc. can be generated easily without much external assistance. It empowered the students to check their attendance and comply with the progress reports shared by their respective teachers. ERP has enabled faculty and staff members to minimise the use of paper in preparing reports and sharing the learning materials such as assignments and notes with the students. In summary, the practice has resulted into effective administration, increased coordination and communication among staff and students, automation of the library and standardization of the system.



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## **7 Resources required:**

The College has to rely on external IT firms for the backend management of mobile applications and web resources required for the running of the ERP. Regular training sessions need to be conducted for the teaching as well as non-teaching staff for effective implementation of the ERP. Furthermore, there is an annual financial implication on the budget of the institution which needs to be addressed.

## **About the Institution:**

- |      |                                     |  |
|------|-------------------------------------|--|
| i.   | Name of the Institution:            | N.B.G.S.M. College, Sohna                                    |
| ii.  | Year of Accreditation:              | 2020   |
| iii. | Address:                            | Sohna (Gurugram), Haryana 122103                             |
| iv.  | Grade awarded by NAAC:              | B  |
| v.   | E-Mail:                             | <a href="mailto:office@nbgsmc.ac.in">office@nbgsmc.ac.in</a> |
| vi.  | Contact person for further details: | Dr. Amit Kumar (Coordinator, IQAC)                           |
| vii. | Website:                            | <a href="http://www.nbgsmc.ac.in">www.nbgsmc.ac.in</a>       |