Best Practice 1

1. **Title of the Practice:**

Skill development: Learning beyond the curriculum.

2. **Objective of the Practice**
   - To introduce skill based learning so that the learners can put them in their daily lives such as marketing, business, creative writing, vocabulary, reading comprehension etc. These skills will prove to be of great use acquired by thorough academic knowledge.
   - To ensure that students acquire technical skills and key skills in order to become successful technocrats to serve the industrial and business sector with utmost professionalism.
   - encouraging faculty and staff to use smart interactive whiteboards, overhead projectors, Google Meet, and other tools to enhance the ICT culture on campus.

3. **Context**

   In this context to make the students more employable and enterprising in the job market, the institute organises add-on programs for all the students. Based on their existing skills at each level, various technical courses are offered to the students in each semester. These courses assist them to update their current Industrial/Corporate expectations and enhance their adaptability. The courses are offered as per their stream in a form of subject basket from where the students can select one topic during each semester under the guidance of their respective mentors. After completion of these training, the students get certified through a process of evaluation.

4. **Practice**

   Nowadays information technology plays an important role in the workplace. People need the information to develop their potential through education and training to succeed in business, to enrich their working experience, and to take control of their lives. We have provided basic Addon courses for all the students of the college. The college has started this facility free of course to every student. Facilities for all the courses has been provided such as smart board in classrooms for presentation, well equipped computer labs, commerce lab, economics lab and science lab etc. has also been provided to the employees for smooth conduct of classes. The certificates were also distributed to the learners after the completion of the program. The value added courses of the college helps the learners to be able to use the current techniques so that they will become more skilled for a better future.

5. **Evidence of Success:**

    The skill based courses are working successfully in the college. Information technology is one of the key issues for the development of any section of society. Through these courses, we provide better training to the students from time to time. The college that prioritize value-based education not only produce academically proficient individuals but also responsible citizens who can contribute positively to society and make ethical decisions in all aspects of their lives.

6. **Problem encountered and resources required**

    Sometimes, students find it difficult to learn due to lack of practical approach. Funding is also a significant challenge inadequately planning the use of ICT in development programs.
    Inexperienced computer users.

Best Practice 2

1. Title of the Practice:

Use of Information and Communication Technology (ICT) in Teaching and Learning Process

2. Objectives of the Practice:

1. To use ICT to enrich the teaching-learning practices in the institution.
2. To use ICT for increasing work efficiency, save time and avoid duplication of work.
3. To use ICT for cost-effective, systematic, paperless documentation and record-keeping.
4. To acquire and introduce the latest technology and upgrade existing ICT infrastructure.

3. Context

ICT tools such as online courses, educational websites, and digital libraries make learning materials accessible anytime and anywhere, breaking down geographical barriers and providing opportunities for lifelong learning. The internet provides a vast array of learning resources, including educational videos, articles, e-books, and interactive tutorials. ICT enables educators to curate and integrate these resources into their teaching materials, enriching the learning experience.

4. Practice

- All the classrooms, the conference room and the seminar rooms are ICT-enabled, with projectors, smart boards and screens.
- The College has developed three computer labs, fully equipped with modern infrastructure and technology with internet facility. The complete campus is wifi enabled. T
- The College Library has been fully automated, with a free and open source library management system. The library provides NLIST for access of hundred of books and Journals.
- The College has customised a user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance.
- All the administrative offices have been fully computerized and equipped with scanners, printers, internet facilities and necessary software.
- Campus-wide surveillance has been ensured through the installation and maintenance of CCTV cameras at all strategic locations.

- Besides the general training programmes, special ICT training is provided to the teaching and non-teaching staff. The Students are upskilled in specialised software and newly acquired equipment.

5. Evidence of Success:

- 100% teaching and non-teaching staff of the College have been trained in the use of ICT application.
- All the teachers use smartphones with pre-installed Enterprise Resource Planning (ERP), for attendance.
- The Administration, Accounts and Library are fully automated, equipped with the necessary infrastructure and software.
- All financial transactions and tendering processes have become faster and easier with the use of digital signature.
- Procurement, accession and issue/return of books from the Library has become easier and faster using ERP.
- All official communications and notices are sent via e-mail and other online platforms.
- The teachers use the smart board with fully equipped recording system to record lectures.

6. Problem encountered and resources required

- The online teaching-learning through ICT platforms can not completely compensate for the face-to-face lively interactions.
- The teachers are constantly endeavouring to find ways and means to fill the gap between the offline and online teaching-learning process.
- The non-availability of strong network connectivity (low bandwidth) from the service providers is a major problem in the use of ICT facilities.