

## Best Practice – I

### 1. Title of practices:

Paperless office & Digitalization.

### 2. Objectives of the practice:

- To adopt & use new technology effectively.
- Environment conservation.
- Improve efficiency
- Data management.
- Reduce time & expenditure.

### 3. The Context:

It is a step towards eco-friendly campus by creating a paperless environment within our college. To adopt new technology for remaining competitive in rapidly changing profession. A paperless office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers in other digital forms, a process known as digitalization.

Going paperless can save money, boost productivity, save pages, make documents and information sharing easier, keep personal information more secured and easily accessible for us and help the environment. Computer data is printed on paper, therefore it becomes out of sync with computer database updates. Paper is difficult to search and arrange in multiple sort of arrangements and similar paper data stored in multiple location is often difficult and costly to track and update. A paperless office would have a single source collection point for distributed database updates and public-subscribes system.

### 4. The practices:

For digitalization of our college a software College Management System is used for paperless activities of the college as online admission, transfer certificate, accounting (cashbook and ledger book), various types of certificates, receipts, character certificate, notices and SMS to staff and students. General register is maintained through this software. Staff and student profile is created where basic information of staff and students can be easily found. A WhatsApp group is also created for emergency and important messages and notices.

### 5. Problems Encountered and Resources required:

100% paperless activities are not possible to achieve as we need to provide receipts,

bonafide and other certificates to students.

Resource for this activity is computer with connection, scanner, printer etc.

## **Title of the Practice II**

### **“Village Adoption”**

#### **Objectives of the Practice:**

- To give contribution in the development of village.
- To strengthen and support government policies regarding village development .
- To create awareness regarding save girl child
- To inculcate eco-friendly approach among the residents
- To eradicate superstitions among rural folk.
- To give knowledge of soil and water conservation.

#### **The Context:**

On the occasion of Birth Anniversary of Mahatma Gandhi our college has adopted three villages namely Balapur, Ohar and Georai Kuber from academic year 2016-2017 onwards. This was done as per the policy and guidelines of NSS department of Dr. Babasaheb Ambedkar Marathwada University Aurangabad. The college NSS unit implements these guidelines and we decided to conduct it as the best practice. The Balapur village is situated 5 kms, Ohar village 12 kms and Georai Kuber is approximately 28 kms away respectively from our college. The purpose behind the adoption of these villages was to create awareness among the residents about their socio-economic development, water and soil conservation, sanitation, defecation free, plantation and conservation of trees, health consciousness, social harmony and integration, literacy awareness, gender equality, leadership development, women empowerment, motivation of cottage and other allied industries, water and land management, career guidance, personality development and skill development among village youth. The themes provided by the university for this were - Water Conservation and Management, Clean Village-Clean India and Youth for Water Conservation etc.

#### **The Practice:**

In village adoption best practice we organize various occasional activities and seven days annual camp with the help of college NSS unit in collaboration with the NSS department of Dr Babasaheb Ambedkar Marathwada University Aurangabad. The village is adopted as per convenience, suitability, willingness and consent of local governing body of the concerned villages. As per the above conditions the village is selected for adoption and we conduct the following various activities for the development of village. The main activities conducted in the adopted village include lectures of concerned expert resource persons on issues such as Save Girl Child and her Education, Health Awareness, Eradication of Superstitions, Women Empowerment, Personality Development, Water and Soil Conservation, Swachh Bharat Abhiyan, Drug Addiction, Village Sanitation and Environment Consciousness etc. The students of our college help the residents of the village in the construction of pathways, path roads, construction of Bunds (Bandhara), Toilet pits, Cleanliness drive and Tree plantation etc. A survey

of all residents was conducted by the students under the guidance of teachers with the help of questionnaire. This survey helped in understanding the socio-economic condition of the people. A medical check-up camp was also conducted with the co-operation of Bhagwanbaba Homeopathic Medical College Aurangabad for the well-being of residents. The women were advised regarding their personal health and hygiene.

### **Evidence of Success:**

The residents of these villages were made aware of their development, gender equality, women empowerment, save girl child, social harmony and integration, water and land management etc. The people and specially the youth of the villages actively participated in the various activities conducted by our college.

### **Problems Encountered:**

Various problems faced while conducting the best practice were –

- Lack of awareness among the people regarding the socio-economic development of their village.
- Local politics of the people tried to create obstacles in the activity.
- The people of the village have a very conservative approach regarding such activities.